

**CITY OF SHREVEPORT
NEIGHBORHOOD INVESTMENT PROGRAM (NIP)
2017 REQUEST FOR PROPOSALS**

APPLICATION PROCESS

ISSUANCE OF PROPOSALS:	Tuesday, January 03, 2017
DEADLINE FOR RECEIPT OF PROPOSALS:	Friday, January 27, 2017 no later than 5:00 p. m.

“Neighbors Working in Unity to Change their Community”

The City of Shreveport Department of Community Development has released its Program Year 2017 Neighborhood Investment Program (NIP) application. NIP offers small grants to neighborhood based organizations in the city limits of Shreveport to do projects that improve the quality of life in their neighborhoods. Grants range from \$2,500 to \$6,000. Grants are intended to spur small, grassroots community projects.

The city must be in receipt of an original and three (3) copies of the proposal complete with all attachments, on or before the above date. These deadlines are firm as to date and hour. Applications that arrive after the deadline or incomplete applications **will not** be accepted. Diskettes, facsimiles, electronic mail, or other electronic documents **will not** be accepted. The application must be signed by the applicant’s Board Chairman, CEO, Director, or President. All proposals become the property of the city of Shreveport.

You may access this proposal by going to www.shreveportla.gov and clicking on Department of Community Development or you may pick up a copy at the Department of Community Development, 401 Texas Street, First Floor, Shreveport, LA 71101.

The grant period for funding is January 01, 2017 to December 31, 2017.

Informational Workshop will be held, Thursday, January 12, 2017 @ 5:30 p. m., 401 Texas Street, First Floor Lobby, Shreveport, Louisiana. *Attendance for the submission of this RFP is mandatory.*

Mailing Address:

Department of Community Development, Bureau of Administration
Post Office Box 31109, Shreveport, LA 71130
Attention: Bonnie Moore, Director.

Or

Courier Delivery:

Department of Community Development, Bureau of Administration
401 Texas Street, First Floor, Shreveport, LA
Attention: Bonnie Moore, Director.

Effective Award Year 2015, an entity is limited to three consecutive years of funding.

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APPLICATION INFORMATION

I. Applicant Information:

Tax I. D. No. _____

Name of Applicant/Organization: _____

Street Address: _____

Phone No. _____ Fax No. _____ E-mail _____

Council District: _____ Date your association organized: _____

Signature of authorized representative: _____

Title _____

II. Project information:

Amount of NIP funds requested: _____

Type of visible improvement project (s): _____

Name/Title of project (optional): _____

Location of Project (specific address of proposed site): _____

Neighborhood benefiting from project: _____

Neighborhood Boundaries: North: _____ South: _____
(Street Name) East: _____ West: _____

Estimated Project Start Date: _____ Estimated Project Completion Date _____

Have you received a NIP grant in the past? _____ Yes _____ No _____
If yes, specify the year (s) _____

Did you receive Civic Appropriation funds from the City over the last three years? _____
If yes, please specify the year(s) and amount: _____

This is not an agreement until the City of Shreveport and the individual authorized to execute the contract on behalf of the organization have signed the contract.

CHECKLIST OF REQUIRED DOCUMENTS

Cover Sheet (Application Form)	(1) _____
Proposal Narrative	(2) _____
A Listing of Board of Directors or Members (include which ones are community residents)	(3) _____
A copy of current IRS 501(c)(3) tax exempt statement indicating that you are not a private foundation and an explanation of any changes in your IRS status (if applicable)	(4) _____
Most Current Certified Financial Statement, Bank Statement, or Audit; (not to exceed two years old)	(5) _____
Authorizing Resolution by Board of Directors or Officers to Apply for City funds	(6) _____
Articles of Incorporation and Bylaws (if a nonprofit organization) and Certificate from Secretary of State	(7) _____
Vendor's Application	(8) _____
List of Project Leaders and Team Members	(9) _____
W-9 Form and Copy of Occupational License	(10) _____
Project Budget	(11) _____
Project Timeline	(12) _____
Affidavit	(13) _____

SECTION I: GRANT INFORMATION AND REQUIREMENTS

A. BACKGROUND AND PROGRAM OVERVIEW

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. This provides a dramatic strategy shift in the way the city works with its residents to reclaim neighborhoods, 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. NIP develops skills and knowledge to tackle social, economic and physical revitalization issues in their community, and collaboratively prioritize needs and propose 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.

The City invites community/neighborhood-based organizations to apply for funding initiatives that develop strategies for their neighborhoods, improve the relationship between citizens and government within these neighborhoods, and promote comprehensive approaches to community development. This program will promote strong partnerships within the city's neighborhoods. Projects will be identified and developed by various neighborhood-based organizations throughout the city.

B. PROGRAM MISSION

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 are able to work together and invest time, energy, and money in the neighborhood.

C. PROGRAM GOALS AND OBJECTIVES

NIP funding will stimulate the community involvement of residents to actively participate in efforts to improve and sustain their neighborhoods while building viable neighborhoods through community development activities involving all residents without discrimination.

The major goals and objectives of the program include:

- Fostering positive neighbor relationships and better communication through inclusive outreach and a collaborative process;
- Improving the overall beautification and appearance of the neighborhood;
- Building a sense of pride in the neighborhood;
- Providing more focused effective delivery of services and response to problems within neighborhoods;
- Creating a visible and positive communal impact in neighborhoods;
- Supporting the development of grassroots leaders to support strong, sustainable neighborhoods;
- Empowering residents to have a voice in efforts to preserve the unique qualities of their neighborhood and improve the overall quality of life;
- Responding to resident identified needs and opportunities in neighborhoods.

D. ELIGIBLE APPLICANTS

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

NIP funding is available only for these types of organizations. 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 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. To be eligible for funding, 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 current calendar year (2015). All of the above requirements must be validated by a credible written source, such as approved minutes or official articles of incorporation. Funding under Phase II and Phase III will be limited to organizations with a documented IRS 501 (c) (3) tax exemption status.

Eligibility Requirements by Phase	
Phases	Criteria
Phase I	Organization must have been in existence for at least one (1) year
Phase II	Organization must have been in existence for at least one (1) year and has formalized as a non-profit organization and have established by-laws with an IRS 501 (c)(3)
Phase III	Organization must have been in existence for at least two (2) years with an IRS 501 (c) (3)

E. INELIGIBLE APPLICANTS

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

F. ELIGIBLE PROJECTS

NIP grants are designed to encourage community/neighborhood-based organizations to implement community/neighborhood improvement projects. These projects should be designed to build clean, healthy, safe, and attractive communities with strong, independent, and capable neighborhood-based organizations. 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. Under this proposal, recipients are encouraged to do a joint project within its respective Council District. The following are examples of visible projects, but not limited to:

- Neighborhood Identification Gateway Signs/Plaques/Flags
- Neighborhood Pocket Parks
- Adopt-A-Park
- Litter Abatement (neighborhood cleanups, etc.)
- Graffiti Removal
- Community Gardens/Playgrounds
- Festivals/Parades
- Street Lighting
- Beautification Projects
- Community Benches and Bus Benches
- Project Maintenance (project related only)
- Newsletters
- Webpage and Facebook setups only
- Neighborhood Security systems
- Community Gatherings (limited to one per organization)

In order to be eligible for funding, organizations must:

- provide a visible improvement to the neighborhood;
- provide a public benefit within the neighborhood boundaries defined in this application;
- have an accountable neighborhood resident to serve as the authorized representative;
- have goals and outcomes which can be accomplished no later than the end of the funding period; and
- have documented neighborhood support.

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. **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.**

G. ELIGIBLE ACTIVITIES

Applicants **must** identify a *physical improvement project*. Examples of eligible physical improvement projects are, but not limited to: nonresidential paint projects, landscaping projects, gateways or community beautification day, etc. **Each organization may be required to conduct a monthly clean up activity during the calendar year in conjunction with the Mayor's Don't be Trashy/Keep it Classy Initiative.**

Visible activities that bring the community together such as parades and festivals are also eligible under this proposal. These events must be open to the public and encourage neighborhood participation.

Neighborhood engagement is critical to the success of the program. Therefore, newsletters and other methods of communicating with the residents could be eligible under this program. All items associated with the activities are eligible (i.e., paper, printing, postage, etc.). Community gatherings that encourage resident participation are also covered under neighborhood engagement. A community gathering is limited to one per organization per year.

If your project or event is associated with conservation or environmental sustainability efforts, there may be other City or State programs that could assist you. We fully recommend exploring those possibilities and in combining resources for larger outcomes. City's Engineering department (Environmental Services) may assist you in beginning your search.

When *signs and gateways* are constructed **all** materials used shall be durable and resistant to the elements and graffiti. The Metropolitan Planning Commissions Unified Development Codes' standards must be used as a guide. Signs, such as cultural and historic monuments, must be approved by the Historic Preservation Society.

You must also adhere to the following zoning guidelines:

- Freestanding signs for residential subdivisions or neighborhoods are subject to the following: limitations on sign area, sign height, and sign number.
- Freestanding sign must be monument construction.
- One freestanding sign is permitted per each access point to the residential subdivision or neighborhood.
- Freestanding monument signs are permitted a maximum sign area of 150 square feet and a maximum sign height of 6 feet.
- All freestanding signs must be landscaped at the base of the sign in accordance with the following:
 - Landscape must extend a minimum of two feet from the sign base on all sides with small shrubs a minimum of 18 inches in height at planting in a single row around the sign base. The remainder of the landscape area must be planted with trees, perennials, or other live groundcover.

- If a freestanding monument sign is designed with a decorative base and such decorative base extends to the ground, the single row of shrubs surrounding the sign base is not required. A minimum of 50% of the required two foot landscape area in item above must be planted with shrubs, trees, perennials, or other live groundcover.
- All landscape must be maintained in good condition, and free and clear of rubbish and weed and provided with a water source.

All *community gardens* must be done in consultation with the following agencies or agencies with similar expertise: LSUS Agricultural Center, Shreveport Green, Louisiana Master Gardener (LMG) Program, etc.

H. INELIGIBLE ACTIVITIES

Ineligible activities include: **political campaigning or activities**, alcohol purchase, homeowner association business expenses, and projects on private property.

Under the current application, the following activities will not be considered: school supplies/uniforms, National Night Out events, Health Fairs, after school programs, supportive service related activities, administrative cost, sidewalks, tool lending programs, operating supplies, non project-related equipment, food pantries/baskets, community meetings, refreshments, prizes, awards, decorations, directories, advertisement, and summer camp.

I. ELIGIBLE PROJECT LOCATIONS

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.

J. DISTRIBUTION OF FUNDS

In an effort to better serve all communities and create a visible impact, these funds will be distributed as much as possible within the city’s seven (7) council districts to the greatest extent feasible. Multiple organizations in the same council district are encouraged to make joint application. A map depicting the Council Districts is attached to this application.

K. 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.

Organizational Phases	Funding Amount
Phase I: Small Project Development	up to \$2,500
Phase II: Intermediate Project Development	up to \$4,000
Phase III: Advanced Project Development	up to \$6,000

Per unit cost of any project related equipment cannot be greater than \$500 and will be inventoried by the city.

L. GRANT REQUIREMENTS

For those organizations selected, city funds will be administered through the Department of Community Development. Terms of the grant award will be specifically detailed for organizations and will be listed in the grant agreement signed by each organization.

To ensure that each project follows the purpose stated in the original application, a monthly performance report must be submitted along with each request for grant disbursements. Those organizations that do not use the funding for the approved purposes stated in their applications will be required to reimburse the city the full amount and be subject to additional penalties.

M. PROGRAM BENEFITS

If funding is available and there is a need, the City will sponsor training and technical assistance will be provided to organizations that receive funding under NIP in an effort to strengthen the capacity, increase participation, and enhance individual involvement in neighborhood revitalization activities and governmental relations. Technical assistance and additional support services such as how to establish a nonprofit organization, grant writing skills, and assistance with funding new community projects may be provided. Training workshops and technical assistance sessions, as needed, will be conducted by qualified entities dedicated to improving the city's environment and enhancing its economy.

Through community forums, neighborhood meetings and other outreach methods, the organizations will learn how to interface with city government; be educated on crime prevention strategies; and be assisted with community building and enhancement projects.

SECTION II: APPLICATION INSTRUCTIONS

APPLICATION OUTLINE

The proposal narrative must be formatted as outlined below. Proposals that are not submitted in the following format will not be reviewed. This section shall not exceed six (6) pages, double spaced in 12 fonts, Times New Roman. The application outline must address all of the following items below:

Background and Capacity of Organization

Briefly describe your organization and its overall mission and purpose. Provide a brief outline of your organizations goals and objectives. Identify the name of organization, type of organization, length of existence, and the number of officers and members. *List the names and addresses of all board members and where they reside.*

Provide information about your organization's Board of Directors

Name	Role	Home Address	Tenure

Provide a list of programs that your organization currently operate and brief description of each. Explain the organization's capacity to successfully implement the proposed project in a timely manner. Describe any recent, relevant, and successful demonstrated experience in undertaking similar projects like the one proposed. Provide a description of no more than three key Board initiatives involving community and neighborhood activities, including the type of project, project location, and how it benefited the community.

Include the knowledge and experience of key staff or volunteers who will have primary responsibility for the project.

Extent of Neighborhood Involvement

Describe the manner in which you will attract volunteers to your project. Describe how people with diverse interests in the neighborhood will be involved in and benefit from this project. Identify the joint council district project that you would like to see conducted by the recipients in your district, if applicable.

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.

Description of Project and Soundness of Project

This summary should provide an overview of entire project(s), including type of visible improvement project and project location. Describe how this project will achieve positive change for the community. This summary should also address the quality and cost-effectiveness of the proposed project. This project must be clearly understood, well planned, and ready to proceed. The budget should be reasonable and cost effective. Organizations must submit a maintenance plan to depict how it will maintain any projects beyond the scope of this program.

Describe your long term plans for your organization as it relates to community activities and ways your organization desires to address concerns in the neighborhood. Describe how this project and future projects will help to achieve the mission of the organization.

Please provide a brief plan for the proposed activity in the space below: add additional steps as necessary.

Major Tasks	Start Date	Complete Date
1.		

Joint Group Application and Collaboration

State whether your organization is submitting this application along with another neighborhood-based organization in your neighborhood. Also, describe any partnerships that were formed or will be formed to plan and implement this project.

Identify Needs and Gaps in Services in Neighborhood

List the priority needs that the organization has identified in the neighborhood along with any gaps of services that have been noted.

Outcome Indicators

These are illustrative examples. Applicants are encouraged to identify their own outcomes and indicators, matched to and based on their own experiences and missions and the input of their staff, volunteers, participants, and others. Applicants must develop at least four (4) goals, outcomes, measures and activities that are meaningful in their organization or program.

Examples of Impact/outcome measures:

- changes in neighborhood awareness and education
- increases in the number of people reached
- reduced crime
- reduced code enforcement
- changes in neighborhood appearance
- changes in community capacity
- changes in organizational capacity

- increased service delivery
- Strengthened community participation
- Increased neighborhood engagement
- Improved relationship with city government
- Strengthened and/or extended partnerships with other organizations
- Increase in matching donations and volunteer hours contributed to event or program
- Number of neighbors participating and benefiting from event

Applicant should provide a written timeline to show benchmarks for project implementation and completion.

Sample

Goals	Outcome Measures	Activity
Fostering positive neighbor relationships and better communication through inclusive outreach and a collaborative process;	Changes in neighborhood awareness and education	Newsletter, Facebook, Web page development, etc.

NEIGHBORHOOD INVESTMENT PROGRAM

RATING CRITERIA

Rating Procedures

Applications will be reviewed, and a numerical score will be assigned to each criterion. The maximum score that will be given is 100.

CRITERION	SCORE
Background and Capacity of Organization	(0-10)
Prior Experience of Organization	(0-10)
Extent of Neighborhood Involvement	(0-15)
Capacity to Carry Out Project	(0-10)
Description and Soundness of Project	(0-15)
Mission and Vision of Organization	(0-10)
Joint Group Application	(0-10)
Identify Needs and Gaps in Services in Neighborhood	(0-20)

Total Score _____

SECTION III: FORMS

	VENDOR'S APPLICATION (Revised 12-15-08) Please e-mail, mail or fax application to: City of Shreveport • Purchasing Division PO Box 31109 • Shreveport, LA 71130-1109 505 Travis Street • Suite 610 • Shreveport, LA 71101-3042 Phone: (318) 673-5450 • Fax: (318) 673-5408 web site: www.shreveportla.gov						
All information must be provided typed or printed. W-9 form at: http://www.irs.ustreas.gov/pub/irs-pdf/fw9.pdf?portlat=3							
<input type="checkbox"/> INITIAL APPLICATION <input type="checkbox"/> REVISION	Date of Application: _____ Copy of Current Business/Occupational License & W-9 Forms are Required. Are they attached? <input type="checkbox"/> yes <input type="checkbox"/> no ADJUDICATED PROPERTY AFFIDAVIT MAILED? <input type="checkbox"/>						
Vendor Name: _____							
Federal Identification or S.S. Number: _____							
Sales (Order) Address (Street, City, State & Zip Code): _____							
Phone Number: _____							
Remittance Address (Street, City, State & Zip Code): _____							
Fax Number: _____							
Web Site Address: _____							
E-Mail Address: _____							
Type of Organization: <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation DBE Ownership ___%* <input type="checkbox"/> Minority Ownership ___%							
Type of Business or Service: <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Manufacturer or Producer <input type="checkbox"/> Distributor <input type="checkbox"/> MFGR'S Agent (Check all that apply) <input type="checkbox"/> Retailer <input type="checkbox"/> Service Establishment <input type="checkbox"/> Wholesaler <input type="checkbox"/> Construction							
It is imperative that the five digit commodity codes are listed on your application. These codes can be accessed on the web at www.shreveportla.gov under Bids & RFPs, Section 900 or at BidSync.com. Click on the three digit code and the five digit codes will be shown. All of the 900 range commodity codes are for services & construction. Please list all commodity codes that apply. Use the back if more space is needed. When working on City property see Section 600 on the web for Insurance Requirements.							
(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____ (8) _____ (9) _____ (10) _____ (11) _____ (12) _____ (13) _____ (14) _____ (15) _____ (16) _____ (16) _____ (17) _____ (18) _____ (19) _____ (20) _____ (21) _____ (22) _____ (23) _____ (24) _____ (25) _____ (26) _____ (27) _____ (28) _____ (29) _____ (30) _____ (31) _____ (32) _____ (33) _____ (34) _____ (35) _____ (36) _____ (37) _____ (38) _____ (39) _____ (40) _____ (41) _____ (42) _____ (43) _____ (44) _____ (45) _____ (46) _____ (47) _____							
Please check all of the classifications below that apply. FSC requires certification by the Fair Share Office.							
Small Business (SBE) <input type="checkbox"/>	Large Business (LBE) <input type="checkbox"/>	Fair Share Certified (FSC) <input type="checkbox"/>	Disadvantaged Business (DBE) <input type="checkbox"/>	Architect or Engineer (AEC) <input type="checkbox"/>	Women Owned Business (WBE) <input type="checkbox"/>		
Persons Authorized to sign bids and Contracts in your name (If an agent, so specify)			Persons to contact on matters concerning bids and contracts				
Name		Official Capacity		Name		Official Capacity	
I understand that I will need to watch for the City's ads in the legal section of <i>The Times</i> and/or on BidSync.com web site so that I will know when to contact the City for a copy of an Invitation for Bid (IFB), a Request for Proposal (RFP), or a Request for Statement of Qualification (RFS).							
I certify that the information supplied herein (including attached pages) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal officer, so far as is known, is in arrears on money owed to the City, is now debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services to any agency thereof.							
Signature of Person Authorized to Sign				Name and Title of Person Authorized to Sign for this Firm			

*Defined as those who are socially disadvantaged by Small Business Administration that includes Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Subcontinent Asian Americans. Place actual percentage of ownership from 0% to 100%. **Women are not included in this definition of minority unless they fit into one of these categories.**

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Social security number
OR
Employer Identification number

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.

AUTHORIZING RESOLUTION

Name of Organization: _____

Be it resolved by the Board of Directors or Members of _____ domiciled
in _____ That _____ is hereby

authorized to sign any and all contracts and/or agreements with the City of Shreveport and to do any and all things necessary to execute the contracts and/or agreement on behalf of this corporation.

That I, _____ , _____
(Name) (Position of Authority)

herby certify that the above and foregoing resolution is a true and correct copy of a resolution of the Board of Directors or Members of this organization 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 organization, has not been rescinded or modified, and remains in full force and effect on this date.

Dated this _____ day of _____, 20 _____.

WITNESSES:

Signature: _____

Federal Tax ID Number: _____

CITY OF SHREVEPORT-PURCHASING DIVISION

P.O. BOX 31109 SHREVEPORT, LOUISIANA 71130-1109 Suite 610, 505 TRAVIS SHREVEPORT, LA 71101-3042
Phone 318/673-5450 web site: www.shreveportla.gov Fax 318/673-5408

July 10, 2008

FAXED TO: _____
ATTENTION: _____

Section 26-211 of the Code of Ordinances has been changed effective February 5, 2008 to include the following:

(b) No contract to which the City is a party shall be awarded to any person who:

- 1) Has not paid all taxes, licenses, fees and other charges which are outstanding and due the City, or
- 2) 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, or
- 3) Owns more than 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, or
- 4) Who has a member of his immediate family who 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.

d) For purposes of this subsection, the following terms shall have the following meanings:

- 1) "Immediate family" means the contractor's children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse.
- 2) "Own" shall mean to be the last record owner of property prior to a tax sale or adjudication.

Because of this, the City Attorney's Office has provided the attached affidavit that we must require of every Contractor/Vendor that does business with the City. Please return this affidavit by mail at your earliest convenience so that we can issue your firm purchase orders now or in the future. **DO NOT RETURN WITH ANY OF YOUR BID DOCUMENTS.**

If you have any questions concerning this matter, please call the number listed below within three working days after receipt of this letter.

Sincerely,

Turn Mallox, CPPO, C.P.M.
Purchasing Agent

cc: File

Enclosure: Affidavit

If you have any questions, please call Frances Antoine at 318/673-5450 or Mary Fuller at 318/673-5458. Please mail original affidavit with notary seal to: Purchasing Affidavit, P O Box 31109, Shreveport, LA 71130
We will not be allowed to issue your firm a purchase order or payment until a properly executed affidavit is returned.

APPENDIX 2-AFFIDAVIT ATTESTING THAT CONTRACTOR, LEGAL ENTITIES OF CONTRACTOR AND IMMEDIATE FAMILY MEMBERS OF CONTRACTOR DO NOT OWN ADJUDICATED OR LIEN PROPERTY

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared authorized representative of _____ Federal I.D. Number of: _____ Who does hereby state as follows, to-wit:

- I. Contractor does not own any property which is adjudicated to the City of Shreveport or which has demolition liens, grass cutting liens, or any other property standards liens on it.
- II. Contractor does not own more than 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.
- III. To the best of his/her knowledge, the Contractor does not have a member of his immediate family who 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. "Immediate family" is defined as the contractor's children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse.
- IV. Contractor has paid all taxes, licenses, fees, and other charges which are outstanding and due to the City.
- V. Contractor will provide written notification to the City's Purchasing Agent not later than the next work day after any of the above statements becomes invalid.
- VI. This affidavit shall expire one year from the date shown below unless renewed by the contractor.

THUS DONE AND PASSED before me, Notary, on this _____ day of _____, 20 ____.

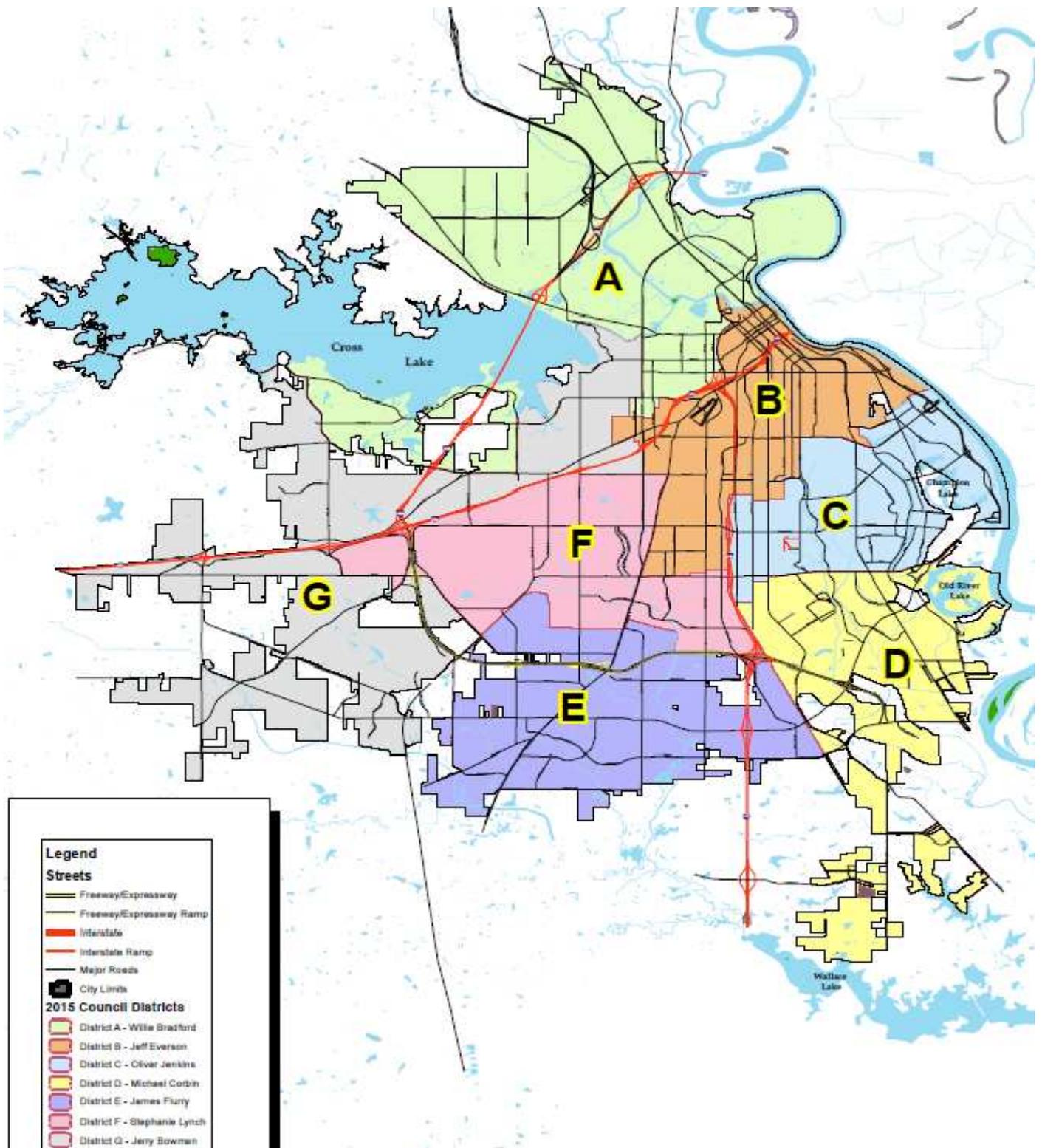
Signature: _____ Title: _____

NOTARY PUBLIC: _____ Seal: _____
Signature

Note: The notary identification number is required. The City of Shreveport also requires an original seal.

Revised 4-4-08

SECTION IV: ATTACHMENTS



CITY COUNCIL MEMBERS	
District A	Willie Bradford 3000 Independence Ave., Shreveport, La 71109 Home: (318) 510-4768 Council Fax: (318) 673-5270 Email: willie.bradford@shreveportla.gov
District B	Jeff Everson P. O. Box 543, Shreveport, LA 71162 Home: (318) 347-2554 Business (318) 429-0271 Council Fax: (318) 673-5289 Email: jeff.everson@shreveportla.gov
District C	Oliver Jenkins, P. O. Box 31109, Shreveport, LA 71130-1109 Home: (318) 294-7277 Council Fax: (318) 673-5270 Email: Oliver.Jenkins@shreveportla.gov
District D	Michael Corbin P.O. Box 31109, Shreveport, LA 71130-1109 Council Office: (318) 673-5252 Council Fax: (318) 673-5270 Email: Michael.corbin@shreveportla.gov
District E	James Flurry 9433 Brookside Circle, Shreveport, LA, 71118 Cell: (318) 510-4765 Council Fax: (318) 673-5270 Email: james.flurry@shreveportla.gov
District F	Stephanie Lynch 5037 Waters Place, Shreveport, LA 71109 Home: (318) 673-5270 Email: stephanie.lynch@shreveportla.gov
District G	Jerry Bowman, Jr. 9311 Lytham Drive, Shreveport, La, 71129 Cell: (318) 510-4176 Council Fax: (318) 673-5270 Email: jerry.bowman@shreveportla.gov