

**Office Of Housing Policy & Community Development
City Of New Orleans**

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Mayor

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**2025
Notice of Funding Availability
(NOFA)**



**COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)**

Senior Services

APPLICATION PACKAGE

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NON-MANDATORY PRE-SUBMISSION INFORMATIONAL SESSION

A Non-Mandatory Pre-Submission Conference will be held on Thursday, December 5, 2024, via a virtual conference call.

See below to join the pre-proposal conference remotely:

Microsoft Teams Meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 295 262 991 455

Passcode: qg2s9iV9

Or call in (audio only)

[+1 504-356-4110.906600805#](#) United States, New Orleans

Phone conference ID: 906 600 805#

The call is for informational purpose and to answer questions from the callers. Attendance on the virtual call does not guarantee funding.

NOTICE OF FUNDING AVAILABILITY (NOFA)

Agency: *Office of Housing Policy and Community Development (OCD)*

Action: *Notice of Funding Availability (NOFA)*

Summary: The City of New Orleans (CNO) is currently operating under the 2022-2026 Consolidated Plan which serves as the planning and application process for the following federal formula grant awarded to the City of New Orleans by the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG). The Consolidated Plan identifies priority housing, community development, and continuum of care needs and strategies to address the needs of the City of New Orleans. The City partners with community-based non-profit organizations to assess, develop, and implement programs to address the priority needs of the Consolidated Plan.

Release Date: The 2025 CDBG NOFA Application is available in MS Word Format on the CNO Webpage: <http://www.nola.gov/community-development/> beginning **November 25, 2024**. Any questions should be directed to Madelyn Cosey Sanchez at (504) 658-4214 or mcsanchez@nola.gov.

Pre-Submission Informational Session Date:

There will be an informational session to review this application and answer questions regarding the correct completion of this NOFA on **Thursday, December 5, 2024, 9:00AM – 10:00AM**. The session is optional and is not required to be awarded funding.

Deadline: No later than **Friday, December 20, 2024, 3:00PM central standard time (CST)** an electronic copy in *PDF format of the 2025 CDBG NOFA Application* is required to be emailed to: NOFA@nola.gov. Use **"2025 CDBG SENIOR SERVICES NOFA APPLICATION - Your Agency's Name"** as the subject line in the email submission. Applications will not be accepted in any other format. Applications submitted after this date and time will not be considered. **Proposals must be complete at the time of submission.** No addendum will be accepted after the deadline date for submission of proposals.

Funding: **The approximate anticipated funding to be available: \$680,000.00**
The City has the right to determine the grant of funding for which the agency will be awarded.

Format: Proposals must be typed -- double spaced -- on standard 8½" by 11" paper and have consecutively numbered pages. All proposals must be complete at the time of submission. Incomplete proposals will not be considered for funding. No addenda will be accepted after the deadline date for submission of proposals unless specifically requested by the Review Panel.

All applications must be completed using the forms supplied with this Notice of Funding Availability (NOFA). Applications not following the prescribed format will not be considered for funding.

INELIGIBLE APPLICANTS

- Applications from organizations that are delinquent on any federal debt, any State of Louisiana debt, or any City of New Orleans debt will not be considered for funding.
- Applications from organizations that have not met audit requirements will not be considered for funding. All audits must be clear of ineligible/disallowed costs related to any and all funding provided by the City of New Orleans.
- Applications from organizations that are currently debarred or suspended from the receipt of federal and state funds will not be considered for funding. All awarded organizations will be required to submit documentation to certify that the organization has not been debarred or suspended from participation in the award of federal funds.

LEGAL & REGULATORY AUTHORITY

The City of New Orleans has received approval of Community Development Block Grant funds from the U. S. Department of Housing and Urban Development (HUD) (CFDA#14.218) as provided under the provision of Title I of the Housing and Community Development Act of 1974 (the "ACT"), as amended, to develop viable urban communities including decent housing and suitable living environments and expanding economic opportunities, principally for persons of low and moderate income.

GEOGRAPHIC TARGET

CDBG activities should be targeted citywide in **Orleans Parish only**.

ELIGIBLE ACTIVITIES

The activities specified are eligible Community Development activities as indicated in the federal regulations 24 CFR 570.201(e), which provide for public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, childcare, health care, drug abuse, education programs, fair housing counseling, energy conservation counseling, and services for senior citizens.

Community Development Block Grant funds under this NOFA shall be used for the following purposes:

- ✓ Activities benefiting senior citizens of low and moderate income

GRANT AWARD PROCESS

The City of New Orleans will notify conditionally selected applicants in writing. Notification of award is not a guarantee of funding. Award letters will include conditions of award that must be met prior to the receipt of funding. Awards should not be construed as a guarantee by the City to renew contracts automatically beyond the initial 12-month contract period. All awards are subject to further contract negotiation and availability of funds.

As necessary, the Office of Housing Policy and Community Development (OCD) will subsequently request conditionally selected applicants to submit additional project information which may include documentation showing project feasibility; documentation of firm commitments for cash match; documentation showing site control; information necessary for OCD to perform an environmental review, where applicable; and such other documentation as specified by OCD in writing to the applicant that confirms or clarifies information provided in the application or that revises information provided in the application based on the level of funding.

Applicants will also be notified of the deadline for submission of such requested information. If an applicant is unable to meet any condition of the grant award within the specified time frame, the City of New Orleans reserves the right to rescind the notice of award and to use the available funds for other applicable programs. Contracts for Federal CDBG activities will be for a twelve-month period. **The applicant is expected to expend all awarded funding during the initial contract period.**

Grant awards shall be for a minimum of \$50,000. The City reserves the right to award funding based upon the applicant score, past performance, if applicable, City's needs, applicants' needs, total CDBG funding requests and available funding. The City also has the right to award funding under the CDBG or other funding sources.

Often, HUD will make the City aware of changes to its programs which may impact program performance of the City as a grantee and its subrecipients. Any organization awarded funding should be aware that they **will be required to attend mandatory meetings** which may impact service delivery. Failure to attend any such meetings will impact an agency's future funding. **Should an agency apply for future funding up to 10 points per meeting unattended can be deducted from the organization's subsequent application score.**

THE CITY OF NEW ORLEANS RESERVES THE RIGHT TO CANCEL, IN WHOLE OR IN PART, THIS NOFA/RFP AT ANY TIME AND WITHOUT NOTIFICATION. THIS CANCELLATION INCLUDES CHANGES TO THE AMOUNT OF FUNDS AVAILABLE AND CATEGORIES OF ASSISTANCE/ELIGIBLE ACTIVITIES TO BE SUPPORTED.

REPORTING REQUIREMENTS

Awardees will be **required** to submit the following reports:

- ✓ Budget & Cost Control Statements
- ✓ Direct Benefit Profiles
- ✓ Monthly Reporting Requirements
- ✓ Program Income Reports
- ✓ Other – Reports Requested by OCD and the Office of Supplier Diversity

This information, required of all grant recipients, is necessary not only to monitor the progress of individual agencies, but also to guide the City of New Orleans - Office of Housing Policy and Community Development in refining the development and maintenance of an effective system of housing, public service, and continuum of care needs for New Orleans and the surrounding areas.

Reports must be submitted with the required level of detail in a timely manner. Reporting requirements must be strictly followed. Failure to comply may result in the discontinuation of funding and/or the termination of contracts.

ELIGIBLE PROGRAM PARTICIPANTS

Target populations include:

1. Senior citizens, 62 years of age and older
2. Low to moderate income
3. Orleans Parish residents

COORDINATION WITH CITY PLANNING EFFORTS

The City of New Orleans has invested in the development of several strategic plans for the City, its neighborhoods, and the citizens who live there. Agencies applying for funds under this NOFA must link proposed services and activities to existing strategic plans. Listed below are the strategic plans that have been developed in the City of New Orleans.

- Office of Community Development 2022 -2026 Consolidated Plan:
<https://nola.gov/getattachment/Community-Development/Consolidated-Annual-Action-Plan/FINAL-2022-2026-OCD-Consolidated-Annual-Action-Plan-8-15-22.pdf/?lang=en-US>
- City Planning Commission’s Neighborhood Participation & Land Use Action Plan:
<http://www.nola.gov/city-planning/neighborhood-participation-program/>
- Assessment of Fair Housing Plan
<https://nola.gov/community-development/documents/2016-updated-afh-plan-090516/afh-plan-090516-final/>

COMPLIANCE WITH OTHER FEDERAL REGULATIONS

Applicants proposing services included in the strategic plans listed above or targeted to neighborhoods listed above must demonstrate how the proposed service is consistent with the strategies outlined in those plans.

Environmental Assessment and Impact

Care should be taken in the selection of projects and in the preparation of applications to ensure the environmental and historic preservation impediments do not cause an application to be denied, or approval severely delayed. Applicants should canvas the service area and note any environmental concerns and address how their program will mitigate them.

Lead-Based Paint Requirements

Housing and Continuum of Care projects that require rehabilitation work must be compliant with requirements at 24 CFR Part 570.608. These requirements include notification of hazards of lead-based paint poisoning, prohibition of the use of lead-based paint, inspection and testing for lead-based paint, and abatement methods.

Fair Housing Impact

In accordance with the fair housing laws, housing programs funded or assisted with federal funds such as under the Community Development Block Grant (CDBG) program, Emergency Solutions Grant (ESG) program, Housing Opportunities for Persons With AIDS (HOPWA) program, and the Home Investment Partnership Act (HOME), must be administered in a manner that will affirmatively further fair housing. Further, the City of New Orleans, as a CDBG grantee, must certify that it will affirmatively further fair housing. In order for the City to certify that it will affirmatively further fair housing, it must analyze and eliminate housing discrimination, promote fair housing choice, provide opportunities for racially and ethnically inclusive patterns of housing occupancy, promote housing that is accessible to and usable by persons with disabilities, and foster compliance with the nondiscrimination provisions of the Fair Housing Act, U.S. HUD, Office of Fair Housing and Equal Opportunity, Fair Housing Planning Guide, at 1-1.

In Addition, all programs assisted and or insured programs must comply with the **Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity** through this final rule, HUD implements policy to ensure that its core programs are open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status. This rule follows a January 24, 2011, proposed rule, which noted evidence suggesting that lesbian, gay, bisexual, and transgender (LGBT) individuals and families are being arbitrarily excluded from housing opportunities in the private sector. Such information was of special concern to HUD, which, as the Nation's housing agency, has the unique charge to promote the federal goal of providing decent housing and a suitable living environment for all. It is important not only that HUD ensure that its own programs do not involve discrimination against any individual or family otherwise eligible for HUD-assisted or-insured housing, but that its policies and programs serve as models for equal housing opportunity.

This rule became effective March 5, 2012 and can be accessed at https://www.onecpd.info/resources/documents/EqualAccess_FinalRule_2.3.12.pdf

It is imperative, therefore, that subrecipients of the above funds include a fair housing impact statement addressing not only how they will refrain from housing discrimination, but also how they will ensure that their housing and community development programs are accessible to persons with disabilities and do not contribute to or intensify segregated housing patterns. For example, if you intend to target a particular neighborhood to rehabilitate blighted housing, you must address how your program is going to affect segregated housing patterns in that and surrounding areas.

Section 3 Requirements

The purpose of Section 3 is to ensure that employment, job training, contracting and other economic opportunities generated by HUD financial assistance shall (to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations) be directed to low and very low-income persons residing within the metropolitan area in which the assistance is expended.

For competitively awarded assistance involving housing rehabilitation, construction, or other public construction, where the amount awarded to the applicant exceeds \$200,000, contractors and subcontractors agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3 of the Housing and Urban Development Act of 1968.

MINIMUM SCOPE OF INSURANCE

Minimum Requirements:

Workers' Compensation & Employers Liability Insurance in compliance with the Louisiana Workers' Compensation Act(s). Statutory and Employers Liability Insurance with limits of not less than \$1,000,000.

Commercial General Liability Insurance including contractual liability insurance, products and completed operations, personal & advertising injury, bodily injury, property damage, and any other type of liability for which this Agreement applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate. Coverage shall include "abuse & molestation" Endorsement.

Automobile Liability Insurance with a combined single limit of liability of not less than \$500,000 per accident for bodily injury and property damage. Insurance shall include all owned, non-owned and hired vehicles.

Crime (Fidelity) Insurance coverage to include but not limited to employee dishonesty, computer crime, misappropriation of funds, forgery, or alteration with limits of not less than the maximum amount of City funding made available to the Contractor annually, by the City of New Orleans under the CEA.

Contractors shall be able to meet the above referenced specific policy limits of liability through a combination of primary and umbrella /excess coverage.

Important: The obligations for the Contractor to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor from any liability incurred as a result of their activities/operations in conjunction with the Contractors obligations and/or Scope of Work.

Additional Insured Status: The Contractor and all Subcontractors (where applicable) will provide, and maintain current, a Certificate of Insurance naming the City of New Orleans, its departments, political subdivisions, officers, officials, employees, and volunteers are to be covered as "Additional Insureds" on the CGL policy with respect to liability arising out of the performance of this agreement, General liability insurance coverage can be provided in the form of an endorsement to the Contractors insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Contractor shall require and verify that all Subcontractors maintain insurance and coverage limits meeting all the requirements stated herein or the Sub-contractor liability shall be covered by the Contractor. The Certificate of Insurance, as evidence of all required coverage, should name the City of New Orleans Risk Manager as Certificate Holder and be delivered via U.S. Mail to (**User Department Mailing Address**), with a copy forwarded to Risk Management Division, 1300 Perdido Street, 9E06 – City Hall, New Orleans LA 70112.

The Additional Insured box shall be marked "Y" for Commercial General Liability coverage. The Subrogation Waiver Box must be marked "Y" for Workers Compensation/Employers Liability and Property.

Primary Coverage: For any claims related to this agreement, the Contractors insurance coverage shall be primary insurance as respects the City, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributing to the Contractors coverage.

Claims Made Policies: If applicable, the retroactive date must be shown and must be before the date of the agreement or the beginning of work. If the coverage is canceled or non-renewed, and not replaced with another claims-made policy, Contractor must purchase “extended reporting” coverage for minimum of 3 years after the termination of this agreement.

Waiver of Subrogation: The Contractor and its insurers agree to waive any right of subrogation which any insurer may acquire against the City by virtue of the payment of any loss under insurance required by this agreement.

Notice of Cancellation: Each insurance policy required above shall not be canceled, expire, or altered except without prior notice to the City of no less than 30 days.

Acceptability of Insurers: Insurance is to be placed with insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best’s rating of no less than A: VII, unless otherwise acceptable to the City.

Notice: The Contractor will provide the City’s Risk Manager (at City of New Orleans Attn: Risk Manager, 1300 Perdido Street, Suite 9E06, New Orleans, LA 70112- Ref.: CEA) the following documents, within 10 calendar days of the City’s request:

Copies of all policies of insurance, including all policies, forms, and endorsements:

Substitute insurance coverage acceptable to the City within 30 calendar days if any insurance company providing any insurance with respect to this Agreement is declared bankrupt, becomes insolvent, loses the right to do business in Louisiana, or ceases to meet the requirements of this Agreement.

Special Risks or Circumstances: The City of New Orleans shall reserve the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer coverage, or other circumstances

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

I - DBE PROGRAM COMPLIANCE

The requirements of the City of New Orleans ("City") Disadvantaged Business Enterprise ("DBE") Program apply to this Agreement. It is the policy of the City to practice nondiscrimination based on social and economic disadvantage, race, color, gender, disability and national origin in the award and performance of contracts.

In consideration of this policy and pursuant to Division 2 of Article IV of Chapter 70 of the Code of the City, the City enacted the DBE Program for all City contracts.

Contractor agrees to use its best efforts to fully and completely carry out the applicable requirements of the City's DBE Program in the award and administration of this Agreement, including without limitation, all reporting requirements and established DBE participation percentage. The Contractor's failure to carry out these requirements, as determined in good faith by the City's Office of Supplier Diversity ("OSD"), shall be deemed a material breach of this Agreement. This material breach may result in the termination of this Agreement and/or the pursuit of any other remedies available to the City under any applicable law, ordinance, or rule, including, but not limited to those set forth in the City's Policy Memorandum for the DBE Program.

II - DBE CONTRACT GOAL

The requested DBE Contract Goal is listed in the contract section of the invitation to bid.

NOTE: All non-public works contracts have a default goal of 35% DBE participation.

Participation shall be counted toward meeting the contract goal based on the following:

1. Only business entities certified as SLDBE or LAUCP-DBE are counted toward the contract DBE participation goal.
2. The Bidder/Proposer may count only the total dollar value of the subcontract awarded to certified DBE subcontractor/supplier(s) toward the contract goal.
3. A Bidder/Proposer can count 100 % of the DBE's participation provided that the DBE has committed to performing at least 51% of the work with its own forces.
4. Bidder/Proposer may count 100 % of DBE Manufacturer Supplier's participation and 60 % of DBE Non-Manufacturer supplier's participation toward its contract goal.
5. When the Bidder/Proposer is in a joint venture with one or more DBE business entities, the OSD, after reviewing the joint venture agreement, shall determine the percent of participation that will be counted toward the contract goal.
6. Bidder/Proposer may count toward its contract goal only those DBE subcontractors/suppliers performing a Commercially Useful Function.

"DBE Commercially Useful Function means" a discrete task or group of tasks, the responsibility for performance of which shall be discharged by the DBE firm by using its own forces or by actively supervising on-site the execution of the tasks by another entity for whose work the DBE firm is responsible. In determining whether a certified firm is performing a commercially useful function, factors including, but not limited to, the following shall be considered:

- a. Whether the business entity has the skill and expertise to perform the work for which it is being utilized and possesses all necessary licenses;
- b. Whether the firm is in the business of performing, managing, or supervising the work for which it has been certified and is being utilized;
- c. Whether the DBE subcontractor is performing a real and actual service that is a distinct and verifiable element of the work called for in a contract.
- d. Whether the DBE subcontractor performed at least thirty percent (30%) of the cost of the subcontract (including the cost of materials, equipment or supplies incident to the performance of the subcontract) with their own forces.

III - DBE DIRECTORY

Contractors may only utilize certified SLDBE and/or Louisiana Unified Certification Program (LAUCP) DBE firms from the following lists to meet the City's DBE Program goals.

- a. Contractors agree to utilize the City's SLDBE directory of certified firms as a first source when searching for certified DBE business entities. The SLDBE directory includes entities certified through Sewerage and Water Board of New Orleans, New Orleans Aviation Board and Harrah's New Orleans. The SLDBE directory is available at www.nola.gov.
- b. The Louisiana Unified Certification Program ("LA UCP") directory is available at www.dotd.louisiana.gov.

Information on locating these directories may also be requested from the OSD at supplierdiversity@nola.gov.

IV - GOOD FAITH EFFORT POLICY

In accordance with Sec.70-461 of the City Code, the City shall reject any bid and shall not award, enter into or amend any contract that is not supported by documentation establishing that the Bidder/Proposer has met the applicable contract DBE participation Goal or made Good Faith Efforts to the applicable contract DBE participation goal.

Good Faith Efforts are steps taken to achieve a contract DBE participation goal or other requirements which, by their scope, intensity and usefulness demonstrate the Bidder's or Proposer's responsiveness to fulfilling the City's DBE Program goals prior to the award of a contract, as well as the Contractor's responsibility to put forth measures to meet or exceed the contract DBE participation goal throughout the duration of the contract.

The OSD shall be responsible for determining whether a Bidder/Proposer has made their best efforts to achieve the DBE Program contracting objectives. In making this determination, the DBE Compliance Officer shall consider the following factors:

A. SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTOR:

- i. Bidder/Proposer listed all selected scopes or portions of work to be performed by DBEs in order to increase the likelihood of meeting the contract goal for the project
- ii. Bidder/Proposer listed the estimated value of each scope or portions of work identified.

B. NOTIFYING CERTIFIED DBEs OF CONTRACTING OPPORTUNITIES:

- i. Bidder/Proposer contacted the OSD to request submission of subcontracting opportunities on the DBE Opportunities page.
- ii. Bidder/Proposer included a copy of each announcement or notification.

C. INITIAL SOLICITATION & FOLLOW-UP:

- i. Bidder/Proposer listed all certified DBE firms that received written notification of work items to be subcontracted and documented the certified firm's response.
- ii. Bidder/Proposer included copies of the written notice(s) sent to certified firms.

D. NEGOTIATE IN GOOD FAITH:

- i. Bidder/Proposer provided an explanation for any rejected DBE bid or price quotation.
- ii. Bidder/Proposer included a copy of the written rejection notice including the reason for rejection to the rejected DBE firm.

If a Bidder/Proposer fails to submit documented Good Faith Efforts as outlined, the bid shall be considered non-responsive.

The OSD may take into account the performance of other Bidders/Proposers in meeting the contract DBE participation goal and may, if deemed advisable, request further information, explanation or justification from any Bidder/Proposer. For example, Bidder's past performance on similar contracts with similar scopes and/or a Proposer's prior history utilizing DBEs will also be taken in consideration when determining Good Faith Efforts.

Good Faith Efforts shall be monitored throughout the life of the contract and evaluated on a case-by-case basis in making a determination whether a Bidder or Proposer is in compliance with the Good Faith Effort policy.

To obtain a copy of the Good Faith Effort Policy contact OSD at supplierdiversity@nola.gov.

V - REQUIRED DBE FORMSs

A. BIDs:

In accordance with Louisiana Public Bid Law, the two apparent lowest bidders on an invitation to bid shall complete and submit all required post bid documents within three (3) business days of the bid opening. If the required post bid documents are not received within three (3) business days of the bid opening it shall be determined that bidder was non-responsive.

The following DBE documents must be received within three (3) business days of the bid opening:

1. DBE Compliance Form-1: This form is used to establish your DBE commitment on a City of New Orleans bid, RFP or solicitation response. The Bidder shall provide a list of all proposed DBE subcontractor(s).

If the Bidder has attained the amount of DBE participation to meet the contract goal, only submit DBE Compliance Form-1.

2. DBE Compliance Form-2: This form is used to document Good Faith Efforts when the amount of DBE participation committed on DBE Compliance Form-1 is less than the Contract Goal. The Bidder shall provide all required supporting documentation of demonstrated Good Faith Efforts as specified on DBE Compliance Form-2.
3. After receipt and review of the required post-bid documents, the OSD will determine if the Bidder has provided valid DBE Compliance Forms and (if applicable) evidence of demonstrated Good Faith Efforts.

Thereafter, the Bidder/Contractor shall be bound by the established percentage, as approved by the OSD.

B. Request for Proposals ("RFP") / Request for Qualifications ("RFQs"):

To ensure the full participation of DBE's in all phases of the City's procurement activities, all Proposers at time of proposal submission shall complete and submit a DBE Participation Plan.

1. **DBE Participation Plan (Attachment "C"):** A completed DBE Participation Plan shall be considered a methodology on how the Proposer plans to meet the contract DBE participation goal if awarded the project.
 - a. If a DBE Participation Plan (Attachment "C") is not submitted, it shall be determined that the Respondent was non-responsive to the DBE provisions and the proposal will not be evaluated by the selection committee.

2. Within ten (10) days of the City's issuance of the Notice to Award letter, the selected Proposer shall complete and submit a DBE Compliance Form-1: This form is used to establish your DBE commitment on a City Bid, RFP or solicitation response. The selected Proposer shall provide a list of all proposed DBE subcontractor(s).
 - a. If the amount of DBE participation committed on DBE Compliance Form-1 is less than the Contract Goal, the selected Proposer shall complete DBE Compliance Form-2: This form is used to document Good Faith Efforts when the amount of DBE participation committed on DBE Compliance Form-1 is less than the contract DBE participation goal. The selected proposer shall provide all required supporting documentation of demonstrated Good Faith Efforts as specified on DBE Compliance Form-2.

The OSD shall review the contents of all required DBE Compliance Forms and may, if deemed advisable, request further information, explanation or justification from any Bidder/Respondent. Thereafter, the Contractor shall be bound by the established percentage, as approved by the OSD.

VI - CONTRACTOR COOPERATION

The Contractor shall:

1. Designate an individual as the "DBE Liaison" who will monitor the Contractor's DBE participation as well as document and maintain records of "Good Faith Efforts" with DBE subcontractors/suppliers ("DBE Entities").
2. Execute written contracts with DBE Entities that meet the applicable DBE goals.
 - a. The Contractor shall provide the DBE Compliance Officer ("DBECO") with copies of said contracts within thirty (30) days from the date the Agreement is fully executed between the City and the Contractor.
 - b. The Contractor shall agree to promptly pay subcontractors, including DBE Entities, in accordance with law.
3. Establish and maintain the following records for review upon request by the OSD:
 - a. Copies of written contracts with DBE Entities and purchase orders;
 - b. Documentation of payments and other transactions with DBE Entities;
 - c. Appropriate explanations of any changes or replacements of DBE Entities, which may include a record of "Post-Award Good Faith Efforts" for each certified firm that the Contractor does not use in accordance with the approved DBE participation submission;
 - d. Any other records required by the OSD.

The Contractor is required to maintain such records for three (3) years after completion or closeout of the Agreement. Such records are necessary to determine compliance with their DBE obligations.

4. Post monthly payments and submit regular reports to the DBECO as required via the online "Contract Compliance Monitoring System" or other means approved by the OSD.
 - a. The Contractor shall submit the initial report outlining DBE participation within thirty (30) days from the date of notice to proceed (or equivalent document) issued by the City to the Contractor. Thereafter, "DBE Utilization" reports shall be due on or before the fifteenth (15th) day of each month until all DBE subcontracting work is completed.
 - b. Reports are required even when no activity has occurred in a monthly period.
 - c. If the established percentage is not being met, the monthly report shall include a narrative description of the progress being made in DBE participation.

IX - FAILURE TO COMPLY

If the DBECO determines in good faith that the Contractor failed to carry out the requirements of the DBE Program, such failure shall be deemed a material breach of this Agreement. This material breach may result in the termination of the Agreement and/or the pursuit of any other remedies available to the City under any applicable law, ordinance, or rule, including, but not limited to those set forth in the City's Policy Memorandum for the DBE Program.

All DBE Compliance forms are maintained by the OSD and are subject to change.

Please contact the OSD at supplierdiversity@nola.gov to request a copy of all DBE referenced documents.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION PLAN

The plan must be submitted with the application. Refer to Appendix A and Appendix B of this application for DBE Compliance Forms.

APPLICANT SELECTION PROCESS

1. Applications will be reviewed to ensure adherence to the following requirements:
 - a) The population and target area to be served must meet the eligibility requirements of the specific program.
 - b) The activities for which assistance is requested must be eligible under the funding source regulations and activities specified in the NOFA.
 - c) Organizations that receive assistance through the funding process must be in compliance with applicable civil laws and Executive Orders regarding fair housing and equal opportunity.

2. Applications will be scored against a standard set of criteria. The following core selection criteria apply to the components of the NOFA:
 - (1) Community Need & Target Population
 - (2) Goal(s) & Program Planning
 - (3) Program Effectiveness
 - (4) Program Management
 - (5) Budget/Financial Resources

3. Currently funded agencies or agencies that have received prior funding from the Office of Housing Policy and Community Development will also be evaluated on past performance in carrying out programmatic activities and contractual compliance. Factors such as agency ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, attendance at meetings and other programmatic and fiscal contractual requirements will be considered.

****The City of New Orleans reserves the right to fund lower scored proposals over higher scored proposals in any funding source and service category to address and meet gaps in services. Factors that may influence these decisions are target population served, geographical area served, etc. Please note projects must meet the threshold criteria score (75) to be considered for funding. ****

CORE SELECTION CRITERIA

Please answer one question at a time, listing the question topic (e.g. “1. Background about measuring the problem”) followed by the response.

A. COMMUNITY NEED & TARGET POPULATION (10 POINTS)

1. Background about measuring the problem

Write a sentence that identifies the problem being addressed by your program. Write another sentence that educates the reader about which data source is used in the field to measure the problem. If data that directly measures the problem is unavailable for the community you serve, write a sentence that identifies other available data that is proven to be strongly related to the problem. Identify only the type(s) of data that are *relevant to your program* and not all types of data that are strongly related to the problem. Cite published evidence of the relationship between this data and the actual problem.

2. Target geographic area and magnitude of need in target area

Define the geographic area from which most participants are or will be recruited. Using data that measures the problem or is strongly related to the problem (from the data sources identified in #1 above); document the level of need in this target geographic area. Demonstrate that the level of need is *relatively* high in the target area by providing comparative data for larger geographic areas (i.e.: Orleans parish, state and national).

3. Similar services in the same target area

What other providers are offering similar services in your target area and to the same target population you serve? Demonstrate that your program is not a duplication of services.

4. Understanding of target population

Demonstrate an understanding of potential participants' characteristics, circumstances, behaviors and needs relative to the program offering, using data (participant data or data from external sources) and other descriptions of your target population. These descriptions might be based on published research, or direct observation and interaction with participants and potential participants.

B. GOAL & PROGRAM PLANNING (35 POINTS)

5. Goal

What is the goal of the program? Your goal should be a broadly stated summary of your anticipated program outcomes. Therefore, it should reflect expected changes in the lives of participants – either changes in behavior, knowledge, skill, attitude, status, or social condition. A goal is not a summary of program activities. Do not state means to achieving outcomes.

6. Systems interaction

What specific organizations provide complementary or allied services to this population? What contact have you had with them? What relationships have you sought that are supportive of the program's mission? (These may include mutual referral relationships as well as partnerships around service delivery.) Name specific partners and describe specific ways you will work together.

7. Best/promising practices and/or relevant research

Determine whether there are model programs nationally that have been demonstrated to be effective. If so, describe those programs and explain how your program design incorporates the elements from those model programs that are crucial for effectiveness. If there are no model programs, describe research that supports your theory that your specific program design will be effective. Whether based on a model program or research in related fields, explain any adaptations you made to the program to ensure it will be effective under local conditions and with your target population.

8. Program plan

Describe how the program will work to achieve the goals, and be sure to include the following:

- a. Articulate clear steps for reaching (communicating to and enrolling) the intended target population. Use input from potential participants or knowledge of best practices to inform methods for reaching the intended target population.
- b. Describe major interventions and completion/disengagement strategies.
- c. How many persons will be served?
- d. Demonstrate that it is reasonable to expect the stated outcomes given the research about best practices for addressing this problem, the intensity of the intervention, and the knowledge of the target population.

9. Coordination with governmental plans and activities

Indicate the HUD national objective being met by the proposed activity. Indicate how the proposed activity is provided in the context of existing ongoing initiatives in the City of New Orleans and its surrounding parishes (i.e., Consolidated Plan, Workforce Investment Act, etc.)

10. Coordination with neighborhood plans and activities

Describe emerging neighborhood plans and/or planning efforts. Indicate how the proposed activities are consistent with (or will be coordinated) plans emerging from neighborhood planning efforts.

11. Staff competencies

Describe the staff's experience in working in the proposed service area or in similar service areas. (maximum one short paragraph per staff person – DO NOT SEND RESUMES).

12. Management

Describe how the project will be managed.

13. Critical thinking

Describe anticipated problems or challenges in the operation of the project in delivering the services or activities to the target population. Problems both internal and external to the operating agency along with those that could impact the timing of program implementation should be listed

C. PROGRAM EFFECTIVENESS (20 POINTS)

14. Outcomes

Articulate anticipated program outcomes that reflect expected changes in the lives of participants – either changes in behavior, knowledge, skill, attitude, status, or social condition.

15. Target achievement levels for outcomes

Describe the target achievement levels you have set for your program outcomes, and provide justification for each target achievement level. Set these targets based on relevant research about achievements of similar programs locally or nationally, if available.

16. Past evaluations

Describe the results of any past evaluations of this organization providing these types of services. Include documentation of the evaluation with your proposal.

17. Past performance

Indicate the agency's performance in completing contractual agreements between the agency and the City of New Orleans for the past two (2) years. For each contractual agreement, indicate the agency's percentage of achievement of contract deliverables outlined in the contact's scope of work.

D. PROGRAM MANAGEMENT (15 POINTS)

18. Data collection methods

Explain your plan for collecting outcome data, including timetable and methods. Make sure that your methods will actually result in the successful collection of the data necessary to track outcomes.

19. Sustainability

Identify how the project will continue in the long term with or without federal funding

E. BUDGET/FINANCIAL RESOURCES (20 POINTS)

Agency proposals must include a line-item budget and budget narrative that explains and justifies how each line item will be expended. The budget should be reasonable and consistent with the proposed level of service delivery. In the general narrative comments section include and identify in-kind contributions and fund-raising activities to support program activities.

The budget section consists of three (3) pages. Including:

- 1 Budget Form
- 1 Narrative Form
- 1 Classification of Expenditures and Line-Item Numbers

FORM INSTRUCTIONS: The budget form consists of nine pages, one page each for the following categories:

- Budget Page 1: Budget at a Glance/Budget Summary
- Budget Page 2: Budget Justification Narrative/General Comments
- Budget Page 3: Classification of Expenditures and Line-Item Numbers

All line-item requests must be placed in these general categories. Please use the Classification of Expenditures and Line-Item Numbers to determine the correct budget category.

In the **ACCT. NO.** column list the line-item number. The **LINE-ITEM** column contains the line-item description taken from the List of Line Items. Fill in the amount requested in the column marked **REQUESTED BUDGET**. When preparing the Budget forms, complete all sub-totals and totals.

NARRATIVE: Each budget submitted must include a justification narrative. In each section complete the required information and make any additional comments.

1. Salaries--List the name, title, percentage of time, and annual salary for **each** employee to be funded by the proposed project in this section.
2. Contractual Services--List a description of all Professional services, i.e., sub-contracts.
3. Supplies & Materials--Describe supplies that are directly related to your proposed program, i.e., food, paper, paint, lumber, etc.
4. Equipment & Property--Describe any equipment you wish to purchase and its use.
5. General Comments--Include descriptions of funding matches, as well as any in-kind services, facilities, and/or personnel that may be available to your organization. This could include rent, utilities and the like. Please explain fully these leveraging factors.
6. The Expenditure Sheet indicates Miscellaneous/Other Line Item(s). If your organization elects to use these items, you must clearly identify what miscellaneous/other is and how it will be utilized.

City of New Orleans - Office of Housing Policy and Community Development NOFA 2025

BUDGET/FINANCIAL RESOURCES (20 POINTS)

**OFFICE OF HOUSING POLICY AND COMMUNITY DEVELOPMENT
BUDGET LINE-ITEM DETAIL**

BUDGET:

YEAR: 2025

ORGANIZATION NAME:

ACCT. NO.	LINE ITEM	REQUESTED BUDGET	FOR OCD USE ONLY
	PERSONAL SERVICES		
	CONTRACTUAL SERVICES		
	SUPPLIES AND MATERIALS		
	EQUIPMENT		
	TOTAL	\$	

City of New Orleans - Office of Housing Policy and Community Development NOFA 2025

BUDGET/FINANCIAL RESOURCES (20 POINTS)

BUDGET JUSTIFICATION NARRATIVE - GENERAL COMMENTS

1000 Personal Services -

2000 Contractual Services -

30000 Supplies -

4000 Equipment -

CLASSIFICATION OF EXPENDITURE AND LINE-ITEM NUMBERS

PERSONAL SERVICES (1000)

1010 Salaries
1011 Sick Leave
1020 Overtime
1021 Part-Time Payroll
1110 Employees= Retirement Plan
1200 Social Security Taxes (FICA)
1300 Group Hospital Insurance
1400 Workers Comp. Insurance
1600 Terminal Leave
1710 Auto Allowance
1720 Uniform Allowance
1730 Chauffeurs Licenses
1740 Tool Allowance
1760 Pay Increment
1790 Life Insurance
1800 Unemployment Comp. (SUTA)
1900 Sick Leave

CONTRACTUAL SERVICES (2000)

2010 Advertising
2020 Cleaning and Waste Removal
2030 Contributions & Prizes
2041 Conv. & Travel Reimbursement
2050 Dues and Subscriptions
2060 Education
2080 Fees of Board Members
2090 Fees, Taxes, and Assessment
2091 Photograph Expense
2092 Conveyance Certificates
2093 Mortgage Certificates
2094 Recordation Wens Exp.
2095 Demolition Expense
2110 Ins-Liability & Prop Damage
2113 Physical Dam Auto
2114 Gen Liability Claims Reserve
2120 Ins-Surety Bonds
2130 Postage Freight Express
2140 Printing and Binding
2150 Professional Services
2160 Rents & Leases-Land Building
2170 Rents & Leases Other Prop
2180 Motor Vehicle Rep General
2181 Motor Vehicle Rep PM Insp.
2182 Motor Vehicle Rep-Component
2185 Repairs and Maintenance
2187 Loan Subsidy
2190 Telephone - Local
2210 Telephone - Long Distance & Tel.
2240 Utilities
2600 Miscellaneous
2800 Indirect Cost

SUPPLIES AND MATERIALS (3000)

3010 Books and Pamphlets
3020 Building Supplies
3030 Clothing
3040 Education Supplies
3050 Electrical Supplies
3060 Electronic Supplies
3070 Engineering Supplies
3080 Parts-Not Motor Vehicle
3110 Food Supplies
3120 Fuel-Not Motor Vehicle
3130 General Plant Supplies
3140 Hand Tools and Instrument
3150 Horticulture & Farm Supplies
3160 Household Supplies
3170 Identification Plates and Badges
3180 Janitor & Cleaning Supplies
3190 Medical Supplies
3210 Motor Vehicle-Gasoline
3211 Motor Vehicle-Diesel
3212 Motor Vehicle-Hydraulic Oil
3213 Motor Vehicle-Lubricants
3214 Motor-Vehicle-Fluids
3215 Motor Vehicle-Other
3220 Motor Vehicle-Parts
3240 Photographic Supplies
3250 Office Supplies
3260 Safety Supplies
3271 Vehicle Supplies-Battery
3272 Vehicle Supplies-Tires
3273 Vehicle Supplies-Welding
3274 Lawn Equip. Parts
3299 Miscellaneous Supplies

EQUIPMENT & PROPERTY (4000)

4101 Land
4201 Buildings & Improvements
4352 Bldg. & Power Plant Equip
4354 Cleaning & Laundry Equip
4356 Communications Equip
4358 Construction Equip
4362 Educ. & Recreation Equip.
4364 Engineering Equipment
4368 General Plant Equip.
4374 Medical Equipment
4376 Motor Vehicle
4378 Office Furniture & Equip.
4382 Refrigeration. & Air Cond. Equip.
4390 Miscellaneous

**City of New Orleans - Office of Housing Policy and Community Development NOFA 2025
EVACUATION PLAN/ZONING**

EVACUATION PLAN: Organizations that propose to run a shelter/residential care facility must attach a clear evacuation plan for its staff and residents. All plans must include clear identifiable stairs, existing fire escapes and designated essential employees. **Essential employees are those persons responsible for carrying the evacuation plan.**

ZONING: All organizations applying for funds for the purpose of operating/staffing residential programs must submit a clearance from the **Department of Safety and Permits** approving the use of the building/activities before Office of Housing Policy and Community Development will consider awarding funds.

INCOME SCHEDULE

2024 HUD MEDIAN FAMILY INCOME

NEW ORLEANS MSA MEDIAN FAMILY INCOME = \$86,800

Effective: April 1, 2024

Extremely Low Income (Below 30% of Median)

Family/Household Size	Annual Income	Monthly Income
1	18,250	1,521
2	20,850	1,737
3	25,820	2,152
4	31,200	2,600
5	36,580	3,048
6	41,960	3,497
7	47,340	3,945
8+	52,720	4,393

Very Low Income (31% - 50% of Median)

Family/Household Size	Annual Income	Monthly Income
1	30,400	2,533
2	34,750	2,896
3	39,100	3,258
4	43,400	3,617
5	46,900	3,908
6	50,350	4,196
7	53,850	4,487
8+	57,300	4,775

Low Income (51% - 80% of Median)

Family/Household Size	Annual Income	Monthly Income
1	48,650	4,054
2	55,600	4,633
3	62,550	5,212
4	69,450	5,787
5	75,050	6,254
6	80,600	6,717
7	86,150	7,179
8+	91,700	7,642



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS
 DBE Compliance Form-1 | **DBE RESPONSIVENESS FORM**

Contact Office of Supplier Diversity for questions on completing this form.
 Via email: supplierdiversity@nola.gov

Instructions: Prior to award of a City contract, please complete and submit DBE Compliance Form-1. *List all DBE and Non-DBE firms* that will be utilized, and list scopes of work/services or goods they will perform or provide. Please ensure that all authorized signatories of each DBE firm listed signs this form. If you have not attained the amount of DBE participation to meet the contract goal, you are required to complete and submit DBE Compliance Form-2 along with all required supporting Good Faith Efforts documentation. Please reference the GFE Policy for further guidance. The GFE Policy is available via www.nola.gov or by request at supplierdiversity@nola.gov.

Solicitation #: _____ Project Name: _____ Date: ____/____/____

Name of Bidder/Proposer: _____ has satisfied the requirements of the bid/proposal specifications for the above referenced ITB/RFP/RFQ or solicitation by the City of New Orleans in the following manner:

(Please check the appropriate space)

- The bidder/proposer is committed to the contract goal of _____ % DBE utilization on this contract.**
- The bidder/proposer is unable to meet the current DBE contract goal, however, is committed to a minimum of _____ % DBE utilization on this contract and will submit documentation demonstrating good faith efforts in addition to this form. *(Please complete and submit DBE Compliance Form-2 along with all required supporting documentation)***

Total Bid/Proposal Amount:	\$	100%
Total proposed DBE Amount:	\$	%

Bidder/Proposer's point-of-contact:

Name: _____ Title: _____ Phone: _____ Email: _____



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS

DBE Compliance Form-1 | **DBE RESPONSIVENESS FORM**

Contact Office of Supplier Diversity for questions on completing this form.
 Via email: supplierdiversity@nola.gov

Solicitation #: _____ Bidder/Proposer: _____

DBE COMMITTEMENT TO CONTRACT GOAL: (Attach additional pages if necessary)

Every DBE firm listed must be utilized on the project, and must perform a Commercially Useful Function. To remove or replace a DBE firm you must request & submit a DBE Removal/Substitution Request Form and receive approval from the OSD prior to removal or replacement the DBE firm.

Sub-Contractors/Sub-Consultants and Manufacturers

Name of DBE Firm	CERTIFICATION (SLDBE or LAUCP)	Scope(s) of Work to be performed by the DBE	Tier 1, 2, or 3 Subcontractor?	Value of Proposed Contract with DBE	% OF TOTAL CONTRACT
1.				\$	%
2.				\$	%
3.				\$	%
4.				\$	%
5.				\$	%
6.				\$	%
7.				\$	%
8.				\$	%
9.				\$	%
10.				\$	%
TOTAL				\$	%

Suppliers (For participation towards DBE Goal, count only 60% of total proposed Contract Value)

Name of DBE Firm	Certification (SLDBE or LAUCP)	Supplies to be provided by the DBE	100% of Value of Proposed Contract with DBE Supplier	60% Value of Proposed Contract with DBE Supplier	% OF TOTAL CONTRACT
1.			\$	\$	%
2.			\$	\$	%
3.			\$	\$	%
4.			\$	\$	%
5.			\$	\$	%
TOTAL				\$	%



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS
 DBE Compliance Form-1 | **DBE RESPONSIVENESS FORM**

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 Via email: supplierdiversity@nola.gov

Solicitation #: _____

Bidder/Proposer: _____

DBE AFFIRMATION: (Attach additional pages if necessary)

The listed DBE firm(s) below affirm(s) that it will perform the Scope of Work for the estimated dollar value as stated in the DBE Commitment to Contract Goal section on page 2 of the DBE Compliance Form-6.

NAME of DBE FIRM	PRINT NAME of DBE FIRM'S AUTHORIZED SIGNATORY	SIGNATURE of DBE FIRM'S AUTHORIZED SIGNATORY	DATE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS

DBE Compliance Form-1 | **DBE RESPONSIVENESS FORM**

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 Via email: supplierdiversity@nola.gov

RFP/RFQ/Bid/Solicitation/Other #: _____ Bidder/Proposer: _____

NON-DBE SUBCONTRACTORS AND SUPPLIERS: (Attach additional pages if necessary)

NAME of FIRM	PHONE	Scope of Work to be performed by the Subcontractor	VALUE of PROPOSED CONTRACT	% OF TOTAL CONTRACT
1.			\$	%
2.			\$	%
3.			\$	%
4.			\$	%
5.			\$	%
6.			\$	%
7.			\$	%
8.			\$	%
9.			\$	%
10.			\$	%
11.			\$	%
12.			\$	%
13.			\$	%
14.			\$	%
15.			\$	%

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

PRINT NAME: _____ SIGNATURE: _____ TITLE: _____ DATE: _____



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS

DBE Compliance Form-2 | DOCUMENTATION OF GOOD FAITH EFFORTS

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: supplierdiversity@nola.gov

Prior to award of a city contract, Good Faith Efforts (GFE) are required to be made and demonstrated on all applicable City of New Orleans contracts. If you have not attained the amount of DBE participation to meet the contract goal you are required to complete and submit DBE Compliance Form-2 along with all required supporting GFE documentation. Please reference the GFE Policy for further guidance. The GFE Policy is available via www.nola.gov or by request at supplierdiversity@nola.gov.

BIDDERS: *This completed form along with all required supporting documentation must be furnished to the Bureau of Purchasing by the two (2) apparent lowest bidders within three (3) days of the bid opening. Should the bidder fail to comply with this request, the bid shall be considered non-responsive.*

RESPONDENTS: *This completed form must be furnished to the Bureau of Purchasing within ten (10) days of the City's issuance of Intent to Award Letter.*

Bid/RFP/RFQ/ Solicitation/Other #: _____ Bid/Proposal Amount \$ _____ Date: ____/____/____

Project Description: _____

Name of Bidder/Respondent: _____ has satisfied the requirements of the bid/proposal specifications for the above referenced BID/RFP/RFQ or solicitation by the City of New Orleans in the following manner: *(Please check the appropriate space)*

- The Bidder/Respondent is unable to achieve any DBE Participation and has completed and submitted DBE Compliance Form-2 along with all required supporting GFE documentation.
- The Bidder/Respondent is unable to meet the DBE contract goal, but is committed to a minimum of _____% DBE utilization on this contract and has completed and submitted DBE Compliance Form-2 along with all required supporting GFE documentation.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

PRINT NAME: _____ SIGNATURE: _____ TITLE: _____

Instructions: Please complete sections A through D and include all specific supporting documentation as outlined below. **All sections of this form must be completed or your response may be deemed non-responsive. If you feel that any section of this form is not applicable, then you must provide a written statement as to why section is not applicable in your response. Attach additional pages if necessary.**

- SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTING:** Complete Section A.
- NOTIFICATION TO CERTIFIED DBEs OF CONTRACTING OPPORTUNITIES:** Complete Section B. Please attach a copy of the announcement and written notices distributed to DBE(s). Example: journals & newspapers, email, mail correspondence, community outreach notices, etc.
- INITIAL SOLICITATION & FOLLOW-UP OF INITIAL SOLICITATION:** Complete Section C & D. Bidders/Respondents may count only DBEs solicited from the State and Local Disadvantaged Business Enterprise (SLDBE) or Louisiana Unified Certification Program (LAUCP) directories located on the City's website.



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS

DBE Compliance Form-2 | **DOCUMENTATION OF GOOD FAITH EFFORTS**

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 Via email: supplierdiversity@nola.gov

A. SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTOR: You must list all selected scopes or portions of work to be performed by DBE(s) in order to increase the likelihood of meeting the contract goal for this project and the estimated value of each scope or portions of work identified.

Scope or Portions of Work Identified for DBE Participation		Estimated Value	% of Contract
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	
8.		\$	
9.		\$	
10.		\$	
11.		\$	
12.		\$	
TOTAL		\$	

B. NOTIFYING CERTIFIED DBEs OF CONTRACTING OPPORTUNITIES: Please complete all fields below, list all sources of advertisement and outreach to DBE subs.

I. Did you attend all pre-bid and/or outreach meetings scheduled by the City?

YES	NO	Date of Meeting

II. Did you submit a subcontracting opportunity on the DBE Opportunities page?

YES	NO	Date of Submission

III. Identify publications in which announcements or notifications were placed and published. Include a copy of each announcement or notification.

	Source of Advertising/Outreach	What subcontracting areas of work were advertised?	Date of Ad	Due Date & Time for Sub Bids		OSD VERIFICATION
				Date	Time	
1.						
2.						
3.						
4.						



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS

DBE Compliance Form-2 | **DOCUMENTATION OF GOOD FAITH EFFORTS**

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C. INITIAL SOLICITATION & FOLLOW-UP: You must complete all fields below, list all certified DBE firms that received telephone or e-mail notification of work items to be subcontracted. If no response was received to the initial solicitation, you must indicate when firms received subsequent telephone or email solicitations (list delivery date, or read receipt date, and DBE firm’s response). You must include copies of the physical and/or electronic notice(s) sent to DBE firms. **USE ADDITIONAL PAGES AS NEEDED**

DBE FIRM & CONTACT	PHONE	Scope of Work Solicited	Date of Notification	Result of Initial Communication	Date of Follow-up/ Method of Contact		Result of Follow-up Communication
					(Phone or Email)		
<i>Ex. ABC Company /Jane Smith</i>	<i>(504) 123-4567</i>	<i>Legal services</i>	<i>01/01/21</i>	<i>Will submit a quote</i>	<i>01/10/21</i>	<i>email</i>	<i>Quote received</i>
1.							
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OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS

DBE Compliance Form-2 | **DOCUMENTATION OF GOOD FAITH EFFORTS**

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D. NEGOTIATE IN GOOD FAITH: You must provide an explanation for any rejected DBE bid or price quotation, unless another DBE is accepted for the same work.

I. Where price competitiveness is not the reason for rejection, complete all fields below and provide a copy of the written rejection notice including the reason for rejection to the rejected DBE firm. A meeting may be held with the rejected DBEs, if requested to discuss the rejection. You must attach a copy of the notice.

DBE Subcontractor	Scope	Date rejection notice sent	Reason	Meet with DBE Sub?		
				Yes	No	Not requested

II. Where price competitiveness is the reason for rejection, complete all fields below and attach copies of all DBE and non-DBE bid quotes.

Scope	DBE Subcontractor	Quote	Non-DBE Subcontractor	Quote	Price Variance (+/-)
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	



OFFICE OF SUPPLIER DIVERSITY
CITY OF NEW ORLEANS

DBE Compliance Form-2 | **DOCUMENTATION OF GOOD FAITH EFFORTS**

Contact Office of Supplier Diversity for questions on completing this form.
Via email: supplierdiversity@nola.gov

III. **NEGOTIATE IN GOOD FAITH:** You must provide a copy of all correspondence documenting negotiation efforts including copies of DBE and non-DBE quotes and copies of written rejection notices.

OTHER: Please provide narrative details of any other efforts your firm conducted to attain the DBE Goal. Attach identified pages as warranted.