

CITY OF SHREVEPORT FAIR SHARE PROGRAM

SUMMARY

CERTIFYING AGENCY	CITY OF SHREVEPORT
CERTIFICATION DESIGNATION	REGISTERED FAIR SHARE PROGRAM BUSINESS
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RE-CERTIFICATION	NONE
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	30-60 BUSINESS DAYS

OVERVIEW

The City of Shreveport's Fair Share Initiative was originated by Ordinance on July 27, 1999. The overall intent of the Ordinance and resulting Plan was to develop an office dedicated to serving the needs of small economically disadvantaged businesses. Implementation of the program began on January 1, 2000.

The Fair Share Program seeks to enforce the City's policy of providing and ensuring contracting and procurement opportunities for small economically disadvantaged businesses. Additionally, The Fair Share Ordinance is a concept unique to the City of Shreveport in its effort to bring more DBEs into the economic mainstream of the local economy. Simply put, the program aims to "level the economic playing field." The major intent of the program is to provide opportunities for companies and individuals to do business with the City of Shreveport where opportunities may not have existed in the past.

ELIGIBILITY

A small economically disadvantaged business is a firm that is owned and controlled by one or more economically disadvantaged individuals and meets the requirements of small disadvantaged businesses.

Eligibility requirements fall into two categories that apply to the individual owners and to the applicant's firm. In order to continue participation in the Fair Share Program, a firm and its individual owners must continue to meet all eligibility requirements.

A. Economically Disadvantaged Persons. For purpose of the Fair Share Program, a person who meets all of the criteria in this section shall be defined as an Economically Disadvantaged Individual.

1. Citizenship - the person is a citizen or lawful permanent resident of the United States.
2. Net Worth - each individual owner's personal net worth may not exceed \$250,000. The value of an individual's personal residence and his/her investment in the applicant firm will be excluded when calculating individual net worth for the Program.
3. Income - each individual owner must submit personal Federal Income Tax Returns for the past three years.

B. Economically Disadvantaged Business

1. Ownership and Control - at least 51% of the company must be owned and controlled by one or more economically disadvantaged individuals.
2. Business Size - for purpose of the Fair Share Program, an eligible firm's size shall be defined as 50% or less of the published U. S. Small Business Administration's (SBA) size standards by SIC or NAIC codes.
3. Lawful Function - the company is organized for profit to perform a lawful, commercially useful function.
4. Business Net Worth - the business' net worth at the time of application may not exceed \$750,000. The DBE Office may waive this requirement only in those instances where the business seeking certification is in a capital intensive business.

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5. Diminished Capital and Credit - a firm will be considered to have diminished capital and credit if its ability to compete in the free enterprise system has been impaired due to diminished capital and credit, opportunities as compared to other firms in the same or similar line of business, and whose diminished opportunities have precluded, or are likely to preclude, such firm from successfully competing in the open market. Examples of diminished capital and credit are lack of access to long-term financing or credit, working capital financing, equipment trade credit, raw materials, supplier trade credit and bonding. The applicant must furnish documentation that credit has previously been denied for an area of credit that applies to the firm's type of business, condition or situation. Applicant firms that score poorly on all financial measures published by the Robert Morris Associates for liquidity, leverage, operating efficiency and profitability, and considered to be economically disadvantaged.

Factors to be considered are:

- a) Business assets
 - b) Net worth
 - c) Income
 - d) Profit
6. Full Time - Managing owners who claim economically disadvantaged status must be full time employees of the applicant firm.

C. Documents Required for Certification

The applicant shall be supported by, but not limited to, the following documents:

1. Business's balance sheet and income statement
2. Verification of signatories on bank accounts
3. Copies of income tax returns
4. Resumes of owner and top managers
5. Copies of business licenses and permits
6. Copies of stock certificates, stock transfer ledgers, and articles of incorporation if business is a corporation

Certification Process

1. Download the application package from www.CertAssist.net or www.shreveportla.gov.
2. Complete the Fair Share Program Certification Affidavit, Vendor Application and an IRS Form W-9.
3. Return the documents to the address below.
4. Your package will be reviewed and a site visit of your place of business will be scheduled.
5. An award Letter of Certification will be issued to you.

Contact

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