

**Small Business Loan Funds**  
**Request for Proposals**  
**Responses must be received no later than December 02, 2015 at 4:30 PM**

The City of Shreveport's Department of Community Development is issuing a Request for Proposals ("RFP") to community based lending organizations, small business lending institutions, credit unions, Community Development Financial Institutions ("CDFIs"), and community banks to provide greater access to capital for small businesses and stimulate economic growth.

Applicants must be highly professional, knowledgeable, and possess expertise in the lending industry. All eligible applicants must have staff with sufficient expertise to analyze small business loan applications, evaluate the credit worthiness of small business loan applicants, and regularly monitor small business loans. The overall program objective is to provide low-interest loan capital to small businesses and minority/women owned businesses ("MWBE") located within the city limits of Shreveport, which are having difficulty accessing traditional markets or cannot secure adequate credit.

Loan funds for this program are made available from Community Development Block Grant Program Income funds through the U. S. Department of Housing and Urban Development. Applicants must be willing to comply with federal and state procurement requirements, regulations governing federally funded programs, and other applicable provisions of federal, state and local laws. All loans must be made for business purposes and meet the public benefits standard in accordance with 24 CFR 570.203, 570.204 and 570.209. Applicants can charge reasonable application, commitment, or business fees pursuant to approval by the City.

To be eligible for assistance, the service delivery area must be within the city limits of Shreveport, Louisiana. An activity must address the CDBG national objective of benefiting low and moderate-income persons (24 CFR 570.208). At least fifty-one percent (51%) of all jobs created must be filled by persons of low-and moderate-income as defined by the U. S. Department of Housing and Urban Development. A full-time equivalent (FTE) job is calculated based on a 40-hour work week (2,080 hours per year).

Interested Applicants must be an independent party, and the agency must not reflect any real or apparent conflict of interest with the City of Shreveport or any of its partners. The Applicant must not be debarred from participation in the Community Development Block Grant Program.

**I. PROPOSAL REQUIREMENTS**

Proposals are limited to no more than fifteen pages. The font size shall be 12 pts., Times New Roman. Please provide an original and three copies of the proposal.

In order for a proposal to be submitted for review, the proposal must contain all of the information requested below and be organized in the order presented. Proposals that are not complete or submitted in the correct format will not be reviewed.

1. Executive Summary (3 page maximum)

*(Please provide a summary of the application that includes the items below)*

- a. Name, address, telephone number, facsimile number, email address, contact person
- b. Amount of program funds requested
- c. Applicant type and mission
- d. Summary of organizational capacity, financial stability, and capital structure for loan fund
- e. Identification of target market
- f. Summary of market analysis
- g. Summary of small business lending track record over last three years, including lending volume, delinquency and write-off rates
- h. If you are a new organization, provided—lending expertise from consultants, staff, underwriter, etc.
- i. Summary of expected small business lending volume over next two years if award is received
- j. Summary of expected outcomes, including job creation and business launch or expansion outcomes

2. Organizational Information and Capacity

- a. Describe the organization's status as an eligible entity that is able to administer the program. Please note whether Applicant is not-for profit or for profit entity. Include the year that the organization was established. Include the year certified, if a federally certified CDFI. Provide a copy of the certificate.
- b. Copy of CDFI certification letter, if applicable
- c. Copy of Bylaws
- d. Provide a list of other funders, including type of funding, amounts, term, purpose, etc.
- e. List Resources (staff, equipment, materials to be committed to this project)

3. Management and Operations

- a. Describe the capacity, skills, size and experience of the Applicant's governing board. (Narrative)
- b. Include a list of names and affiliations of its Board of Directors or other governing body.
- c. Describe the capacity, skills, size and experience of the Applicant's management team and key staff, including members of the loan review committee. Describe the role each one will have in the program's administration. Include each person's title(s) and position(s), background and expertise in finance and/or business development, or entrepreneurial training. Attach resumes for key staff and Loan Review Committee members.
- d. Identify Sub-Consultants (Name, Education, Experience, and Qualifications)
- e. Describe your underwriting guidelines
- f. Describe the Applicant's financial management policies and procedures,

#### 4. Marketing and Outreach

- a. Describe how the Applicant organization will market its Business Loan program and related services in the target market. The marketing plan should also contain strategies that will target the service delivery region as a whole or reach certain market subsets in specific communities, such as in underserved neighborhoods or to MWBEs. (Narrative)
- b. Describe how the Applicant organization will utilize community partnerships of joint ventures and coordinate its efforts with other lending organizations or technical assistance providers to increase volume, expand the service delivery area, or enhance services. (Narrative)

## **II. PROPOSAL EVALUATION**

A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested. They will be scored and ranked with the highest rating being awarded a contract. In the event of a tie, the most qualified Applicant whose RFP is deemed most advantageous to the City of Shreveport with all factors considered will be awarded a contract. The selection of finalists may require verbal presentations. The following factors will be considered:

- a. Completeness of proposal
- b. Organizational capacity and stability
- c. Track record of small business lending, especially in underserved communities and to underserved populations having difficulty accessing traditional credit markets
- d. Business strategy for increased small business lending
- e. Overall strategy and feasibility
- f. Target market - demonstration of need, plan to target underserved communities and populations and extent of geographic reach
- g. Appropriateness and attractiveness of small business lending products
- h. Level of projected small business lending activity, and level of projected increase over what volume would have been without city investment
- i. Demonstration of Program Loan match
- j. Demonstration of sufficient operating funds and organizational capacity to support increased small business lending activity

## **III. MATCH REQUIREMENTS**

Successful applicants must match the CDBG Program Income funds 1:1 with non-city funds. CDBG funds from other sources are considered eligible match.

#### **IV. PROJECT AWARD & COMPLETION**

Contracts will be finalized with awardees. The project must begin within thirty (30) days after the contract has been signed. If activities cannot be done in accordance with approved project timeline, the proposal will be awarded to the next responsive proposal.

#### **V. OPTION TO REJECT ANY AND ALL PROPOSALS**

The City reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or procedures, and to accept or further negotiate cost, terms, or conditions of any proposals determined by the City to be in the best interest of the City even though not the lowest proposal. The City reserves the right to reject incomplete proposals. At its sole discretion, the City reserves the right extend the deadline time for submission.

#### **VI. AFFIRMATIVE MARKETING**

The City encourages Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), and Small Business Enterprises (SBEs) to apply. The City also reserves the right to enter into agreements with other governmental or quasi-governmental agencies to provide these services.

#### **VII. APPLICATION INFORMATION**

This RFP can be obtained at the Department of Community Development, 401 Texas Street, Shreveport, LA 71101, during regular business hours, beginning November 5, 2015, Monday through Friday, 8:30 a. m. through 4:30 p.m. The RFP is also posted on the city's website at [www.shreveportla.gov](http://www.shreveportla.gov).

If interested in applying for this RFP, please respond no later than 4:30 p.m., December, 02, 2015. All responses shall be directed to Ms. Bonnie Moore, Director, Department of Community Development, Post Office Box 31109, Shreveport, LA 71130 or hand delivered to 401 Texas Street, Room 329, Shreveport, LA, 71101. **(APPLICATIONS MAY NOT BE SENT BY FACSIMILE (FAX) or BY ELECTRONIC MAIL (E-MAIL)).**