

**CITY OF MOBILE
COMMUNITY DEVELOPMENT PROGRAM
REQUEST FOR PROPOSALS (RFP)
AMERICAN RESCUE PLAN FUNDING**

INTRODUCTION

The City of Mobile (The City), Alabama is soliciting proposals from interested service providers for a portion of its American Rescue Plan (ARP) funding. The ARP funding available through this RFP is being provided as additional funding from the U.S. Treasury Department through the American Rescue Plan Act. The portion of funding that will be awarded from this RFP includes up to \$2,000,000.00 in ARP funding for Small Business Assistance. The City currently has received \$1,000,000 for this fund and is expecting to receive the remaining amount by May of 2022. The intent of the funding is to address negative economic impacts related to COVID-19 while aligning with Executive Order 13985-Advancing Racial Equity and Support for Underserved Communities Through the Federal Government. While the City is restricted by law from programming funding based solely on race, other factors including the geographic location of services to be provided will be reviewed for compliance with the Executive Order.

SCOPE OF WORK

ARP Funding

The City of Mobile desires to have financial institutions propose activities that fall within the eligible categories of the ARP program. Generally, small business assistance in the form of loans with lower underwriting requirements for companies that have been impacted by the pandemic within the Corporate City Limits of the City of Mobile is eligible. The funding awarded through this RFP may be deposited directly into an account that the City has final authority of for withdrawal or be paid on a reimbursement basis by the City after verification of service delivery has been confirmed by the City and upon the City approving an invoice submitted in the format of its choosing. If deposited directly in a lump sum, the City anticipates the fund to be matched and used as a loan loss reserve for defaulted loans so that the funding can maximize leverage. For further definition of the eligible activities within this ARP funding announcement, please contact the number referenced at the bottom of this notice. Certain minimum threshold criteria will be required to be included with proposals prior to any entity being scored by City staff. These minimum threshold criteria include, but are not limited to, staff capacity, prior program experience with eligible potential beneficiaries, fiscal capacity to carry the activity, compliance with EO 13985. The scoring criteria that will be used for this funding is below:

Scoring Criteria (ARP)

Maximum Score

Prior experience with federal funding-
Proposed Leveraged Funding-

15 points
5 points

Price of the Program-	10 points
Proposal Addresses Negative Economic Impacts of the Pandemic-	40 points
Ability to complete proposed work within 36 months-	20 points
Proposal increases lending capacity or provides new service-	10 points
Total Score Possible	100 points

ESTIMATED TIMELINE

- RFP Issued: October 24, 2021
- RFP Responses due: December 3, 2021 by 3:00 p.m.
- Selection of Proposal(s): December 17, 2021

The City reserves the right to make adjustments as needed to the above schedule. The City also reserves the right to reject any and/or all proposals.

QUESTIONS

Please direct all questions to Archnique Kidd: by phone 251-208-6294 or by email archnique.kidd@Cityof Mobile.org

SUBMISSION REQUIREMENTS

The City is requiring that all proposals be presented in the format provided within the ARP Small Business Assistance Applications Guidelines that have been updated to include the corresponding deadline found in this RFP. The guidelines will be made available on the City's website at www.cityofmobile.org and in the Neighborhood Development Department located at the address listed at the bottom of this RFP. Proposals will be reviewed by City Staff upon submittal.

RFP SUBMISSION PROCESS

Proposal deadline: Proposals must be received no later than 3:00 PM, December 3, 2021. Sealed proposals must be received in the Neighborhood Development Department at the address referenced below. Submittals should include three hard copies and should reference ARP Small Business Assistance Proposal.

**Archnique Kidd, Supplier Diversity Manager
Neighborhood Development**

**Via Hand Delivery:
205 Government Street
South Tower, Suite 513
Mobile, Alabama 36602**

**Via Mail:
P.O. Box 1827
Mobile, Alabama 36633**

**GUIDELINES FOR SUBMISSION
OF
THE CITY OF MOBILE'S
AMERICAN RESCUE PLAN SMALL BUSINESS ASSISTANCE**

The following format is provided to assist agencies/organizations in the preparation of proposals for funding consideration under the U.S. Department of Treasury American Rescue Plan Action Plan (ARP).

All items should be addressed in detail so as to provide staff with enough information from which to adequately review your proposal. Please note that if you currently are receiving funds from one of these programs you are still required to apply for further funding.

Please include the submitting agency's name and address on the face of your proposal. Also please provide the name and phone number of a person to be contacted in the event that additional information is needed relative to the content of your proposal. Please supply an original and two copies of each proposal.

You may send completed proposals to the attention of:

**Archnique Kidd, Supplier Diversity Manager
ARP Response Small Business Assistance
Neighborhood Development**

**Via Hand Delivery:
205 Government Street
South Tower, Suite 513
Mobile, Alabama 36602**

**Via Mail:
P.O. Box 1827
Mobile, Alabama 36633**

Deadline for submission of proposals is Friday, December 3, 2021, 3:00 p.m. in the Neighborhood Development Department – 5th Floor Government Plaza-South Tower. The approved total budget for ARP Small Business Assistance is \$2,000,000.00. For further information on other items in the City's Approved ARP Action Plan, please refer to the document on the City's main website. The Approved ARP Action Plan can also be requested at the address listed above.

REQUEST FOR FUNDING APPLICATION
under the
CITY OF MOBILE'S
AMERICAN RESCUE PLAN SMALL BUSINESS ASSISTANCE

Date: _____

Submitted By: _____

Title: _____

Agency: _____

Address: _____

Mailing Address of Record: _____

Telephone: _____ **Fax:** _____

Contact Person: _____ **Email Address:** _____

Amount Requested: _____

Activity Title: _____

Physical Location of Proposed Activity: _____

For clarity and consistency, the City encourages you to complete your application in accordance with the following outline:

1. Please provide a summary of your agency's prior experience over the past five years in administering loan programs including any use of other federal funding. Please provide the name and telephone number of a contact person from any of these sources.
2. Please provide a brief narrative of your agency's current lending criteria for small business loans and any lessened criteria that would be available by use of City funding as a loan loss reserve. Please include typical client profile information (number of years in business, credit evaluation method and minimum requirements, etc.)
3. Please provide the amount of funds that will be used to match City funds.

4. Please provide your experience working with those that have been historically underserved.
5. Please provide any additional education components and/or assistance that your program would provide (credit education, book keeping assistance, etc.)

III. REQUIRED DOCUMENTS

The below are required for the evaluation of proposals. Should an award be made, the City may require additional documentation per local, state, or federal guidelines.

Articles of Incorporation/Bylaws/Charter Documentation

Articles of Incorporation are documents recognized by the State as formally establishing a private corporation, business or agency.

Nonprofit Determination (if applicable or equivalent)

Nonprofit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service.

City of Mobile Business License

Business licenses stating the service provided (most nonprofits are exempt from this requirement).

List of the Board of Directors

A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, and identification of principal officers.

Personnel Policies and Procedures

Established procedures to explain rules and regulations, employee rights, and lines of authority within agency, etc.

Organizational Chart

An organizational chart must be provided which describes the agency's administrative framework and staff positions. Indicate where the proposed program/project will fit into the organizational structure. Identify any staff position(s) whose total salary shall be shared between program/project and other funding sources. State what percentage of time will be devoted to the program/project supported activity.

Most Recent Financial Audit Report

The most recent financial audit, typically for the most recent fiscal year.

Dun & Bradstreet (D-U-N-S) Number

The Dun & Bradstreet D-U-N-S Number is a unique nine-digit identifier for

businesses. This number is assigned once our patented identity resolution process, part of our DUNS Right methodology, identifies a company as being unique from any other in the Dun & Bradstreet Data Cloud.

System for Award Management (SAM)

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to: Register to do business with the U.S. government. Update or renew your entity registration.

The City reserves the right to reject any proposal that is outside industry norms for administrative costs, as determined by the City.

IV. <u>Scoring Criteria (ARP)</u>	<u>Maximum Score</u>
Prior experience with federal funding-	15 points
Proposed Leveraged Funding-	5 points
Price of the Program-	10 points
Proposal Addresses Negative Economic Impacts of the Pandemic-	40 points
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