Minutes for GNRLF Meeting
4/20/26 – noon
Room 208, Nashua City Hall

Attending Committee Members: David Dearborn, Dawn Enwright, Liz Hannum, Christine Malloy, Stephen Michon
Administration: Abimana Ngira, Kathleen Palmer. Absent: Deb Novotny, Lyn Tripp
Call to Order: 12:10 pm

Approval of Minutes: for late March. **Motion** to Approve was made by Christine, second by David, Dawn abstained, others in favor; approved.

Buckwheat – review of borrower offer: The team debated the pros and cons of the payoff offer made by the client. Christine and David had misgivings about forgiving all the interest and only receiving the offer of paying off the principal. Liz reminded the team that the business is no longer, and the borrower is willing to take a home equity loan to pay the principal. There were discussions on adding some administrative costs onto the offer. A **Motion** was made to accept the principal, plus 10%, plus legal fees, and to mention the waived interest and all claims. The borrower would have until June 1st or we would seek foreclosure. Motion made by Stephen, seconded by Dawn, all in favor, Motion carried.

BDC and California Burrito, ImageXpert projects: The team agreed the best scenario for moving forward with these two potential borrowers (via BDC) is to increase CB to $500k and decrease IX to $250k, with adjusted rates. **Motion** to proceed with proposal with terms outlined in BDC memo, made by Liz, seconded by Dawn, all in favor – contingent upon review of 3 years of BDC capital by Stephen, Christine and Abimana – carried.

Upcoming balloon payments responses: Many borrowers expressed concern over ability to pay, upon receiving notice from Abimana. The team began a discussion to offer continuing to make regular payments, plus one additional, extended out one year, but decision was tabled to next meeting.

Loan servicing– RFP draft: Liz explained the RFP flow process and the team discussed verbiage and editing of the provided draft, including the specific sections Scope of Work and Key Areas. Review is still needed.

Meeting Adjourned at 1:41 pm. **Motion** to Adjourn by Dawn, seconded by Liz. All in favor.

Next meeting: 9-10:30 am Friday, May 15, Room 208.

attachments

Hello Abimana,

Below are the deal terms

For $500,000 the City of Nashua will receive 9.25% (this is predicated on SOFR + 5.50 so it may fluctuate). These are the original terms discussed previously.
For the remaining $250,000 the City of Nashua will receive 7% (SOFR +3.50).

If the City is able to do all $750,000 to Cali Burrito we will provide a blended rate of 8% (SOFR + 4.50).

Please let me know if you have any questions 60

Thank you

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MEMORANDUM 4/20/2026

Purpose

This memo provides a clear explanation of the interest terms associated with the City's $750,000 loan participation and presents the estimated annual interest earnings based on the current SOFR-indexed rates.

Summary of Terms

The loan is structured in two tranches, each tied to a variable interest rate calculated as **SOFR plus a fixed margin**. The current effective rates—9.25% for Tranche A_1 and 7.00% for Tranche B_2—reflect the present SOFR level. These rates will adjust if SOFR changes.

Estimated Annual Interest Earnings (Current SOFR: *is a benchmark interest rate that reflects the cost of borrowing cash overnight, using U.S. Treasury securities as collateral.***)**

Tranche	Principal	Rate (SOFR + Margin	Current Effective Rate	Estimated Annual Interest
Burritos	$500,000	SOFR+5.50%	9.25%	$46,250
ImageXpert	$250,000	SOFR+3.50%	7%	$17,500
Total	**$750,000**			**$63,750**

$_1$A = California Burritos

$_2$B = ImageXpert

Conclusion

Based on the current SOFR-indexed rates, the City is projected to earn **$63,750 annually** across both tranches. Actual earnings may vary over time as SOFR fluctuates. These figures reflect the original terms previously discussed and provide a clear basis for financial planning and reporting.

Request for Proposal
Servicing of Revolving Loan Fund

I. BACKGROUND & OBJECTIVE / OVERVIEW

A. Objective

The City of Nashua is requesting proposals from qualified vendors who are licensed and accredited capital providers to service the City of Nashua Revolving Loan Fund for small businesses, startups and nonprofit organizations located in Nashua, Amherst, Brookline, Hollis, Hudson, Litchfield, Lyndeborough, Merrimack, Milford, Mont Vernon, Pelham and Wilton.

B. Background

A Revolving Loan Fund is a gap financing tool used for the development and expansion of small businesses, startups and nonprofit organizations. It self-replenishes its pool of money through interest and principal payments from previous loans to issue new ones.

Demonstrated need:

- The City's Office of Economic Development has identified access to capital as a barrier to growth for small businesses, startups and nonprofit organizations. The objective of the RLF is to help financial institutions offer Capital to Support Startup Companies, Entrepreneurs and nonprofit organizations. As such, the City believes that a revolving loan fund can support these entities.

- A report by the Center for American Progress found that minority businesses are 7 times less likely to obtain capital in their first year of business compared to their white counterparts.

The City views its Revolving Loan Fund as a tool that will encourage lending institutions to offer capital to small businesses by minimizing the risk that comes with lending to new businesses. This loan fund will over time become a source of capital for underserved and disadvantaged borrowers in our community.

Goals:

The goals of the revolving loan fund include:

A. Encourage business starts-ups, strengthening's and/or expansions through self-employment and facilitating job creation as a means of economic self-sufficiency

B. Help bridge the financing gap for small businesses which might eventually qualify for bank financing and prepare them for traditional bank relationships

C. Foster diversity in the business community by encouraging business ownership among traditionally underserved minorities, women, and the disabled

D. Promote entrepreneurship and business innovation as a means of harnessing the creative potential of small businesses and investing in the economic success of the community

Definition of Key Terms:

- Revolving Loan Fund - A financing tool used for the start, strengthening or expansion of small businesses and startup companies, often used for businesses that are not yet able to qualify for a full conventional bank financing

- Small business – for the purpose of this request for proposal and the revolving loan fund, a small business is defined as having 10 full-time employees or less and annual gross revenues of $3 million in annual gross receipt

- Business start, strengthening, or expansion
- Start - new business created within the prior 12 months;
- Strengthening - business revenues increased by 10% or more from the prior year
- Expansion - one or more non-family, full-time employees added.

II. SCOPE of PROPOSAL

A. Scope of Work

The selected vendor will receive all the files of active loans from the City of Nashua and will perform the following:

- Setup Ach deposits for each of the entities in order to facilitate direct monthly payment
- Issue monthly invoice to each of the borrowers on a monthly basis and ensure that payments are made on a timely manner
- In the event of delayed payment for more than ten (10) days, the City of Nashua shall immediately be notified
- The selected vendor is responsible for contacting the borrower or making sure overdue payments are made
- The selected vendor shall provide a monthly report to the City of Nashua to show that all accounts are current

Oversight:

A representative from the selected vendor will meet with City of Nashua at least every other month to review and to provide updates. City of Nashua staff will conduct marketing efforts of the RLF.

Period of Award:

The Revolving Loan Fund servicing contract will be subject to annual renewal with an initial term of up to five (5) one (1) year periods. The vendor shall be solely responsible for servicing all loans for the term of such loans in accordance with the terms and conditions of the contract irrespective of the agreement term.

Estimated milestones:

- Contract Execution – July 2026 (estimate)

- Upon contract execution, the City of Nashua and selected vendor will meet with the City of Nashua Revolving Loan Fund Committee. Responsibilities of the Committee may include attending routine meetings with the vendor to review reports, monitor progress, identify needs and gaps of servicing, bridge relationships with bankers, be a community champion to promote the program to their network, and assure equity and inclusion among borrowers

B. Key Areas of Responsibility

The vendor will be responsible for the following:

- Administer loan disbursements
- Manage loan payments from the borrower
- Meet with City staff to review bi-monthly report

C. Minimum Qualifications

- The selected vendor must be licensed to offer small business loans in the State of New Hampshire and have experience in loaning and servicing funds, defining specific parameters of the loan fund
- Have a local presence to provide accessible counseling, support, and engagement
- Ability and experience working with traditionally underserved and non-English speaking entrepreneurs is desirable, but not required.
- Capacity to provide education, consulting, and technical assistance to eligible borrowers is also preferred

D. Anticipated Schedule

The following represents the City's target schedule for the RFP. The City reserves the right to amend the target schedule at any time.

Schedule	Due Date
RFP Issuance	May 08, 2026
Question Deadline	5:PM On May 18, 2026
Response to Questions	5:00 PM on May 25, 2026
Personal Due Date	3:00 PM on June 02, 2026
Interviews (tentative)	Week of June 08, 2026
Award of Contract	June 15, 2026

E. Interviews

In addition to submitting a written proposal, the top-rated Vendor may be interviewed by the RFP assessment team and asked to participate in an oral presentation to provide an overview of the company, approach to the project and to address questions. The evaluation criteria for the oral interviews will be the same as the criteria for the written evaluations and is included in Section IV.

F. Subcontractors

Vendors will be responsible for identifying any subcontractors in their proposal if any. Please note that the City will contract solely with the awarded Vendor; therefore subcontractors will be the responsibility of the Vendor.

G. Proposal Format

Please limit the total length of your proposal to a maximum of twenty-five (25) single sided 8 ½ x 11" pages (excluding cover pages, table of contents, dividers and Vendor Statement form)

H. Laws and Regulations

The Vendor agrees to comply fully with all applicable local, State of New Hampshire and federal laws and regulations and municipal ordinances

III. PROPOSAL SUBMITTAL

For this section, Vendors are required to provide detailed written responses to the following items in the order outlined below. The responses shall be considered technical offers of what Vendors propose to provide and shall be incorporated in the contract award as deemed appropriate by the City. A proposal that does not include all the information required may be deemed non-responsive and subject to rejection.

Responses must include all the items in the order listed below. It is suggested that the Vendors include each of the City's questions with their response immediately following the question.

The City of Nashua shall not reimburse any firm for costs incurred in the preparation and presentation of their proposal.

A. Cover Letter / Executive Summary

The Executive Summary should highlight the content of the proposal and features of the program offered, including a general description of the program and any unique aspects or benefits provided by your firm.

Indicate your availability to participate in the interviews/demonstrations on the proposed dates as stated in the Schedule section.

B. Vendor Information

1. Describe the Vendor's business and background
2. Number of years in the business
3. Details about ownership
4. An overview of services offered and qualifications
5. Size of the firm
6. Location(s) of offices. If multiple, please identify which will be the primary for the City's account
7. Primary contact information for the company including contact name(s) and title(s), mailing address(s), phone number(s), and email address(s). Complete Section V, Vendor Statement

C. Scope of Proposal

1. Provide a detailed narrative of the services proposed if awarded the contract per the scope above. The narrative should include any options that may be beneficial for the City to consider

2. Describe how the project would be managed and who would have primary responsibility for its timely and professional oversight of the program.

3. Identify what portion of work, if any, may be subcontracted

D. Firm Capability

Provide relevant information regarding previous experience related to this or similar

Projects, to include the following:

1. Provide an Organization Chart/Proposed Project Team: An organization chart containing the names of all key personnel and sub consultants with titles and their specific task assignment for this Agreement shall be provided in this section.

2. A list of qualifications for your firm and qualifications and experience of the specific staff members proposed to perform the consulting services described above

3. Provide a minimum of three similar projects with public agencies in the last 5 years that have involved the staff proposed to work on this project. Include the owner's name, title of project, beginning price, ending price, contact name, email and phone number, sub-consultants on the team and a brief description of the work and any change orders

4. Provide examples of at least two projects where you've worked with your sub-consultants. List the sub-consultant firm(s) for this Agreement, their area(s) of expertise, and include all other applicable information herein requested for each sub- consultant. Identify what portion of work, if any, may be sub-contracted

5. References (current contact name, current telephone number and email address) from at least three similar projects with similar requirements that have been completed or ongoing within the past five (5) years and that have involved the staff proposed to work on this project. Provide a description of the work performed. The Consultant authorizes City to verify any and all information contained in the Consultant's submittal from references contained herein and hereby releases all those concerned providing information as a reference from any liability in connection with any information they give

E. Assigned Personnel

1. List of Project Personnel: This list should include the identification of the contact person with primary responsibility for this Agreement, the personnel proposed for this Agreement, and any supervisory personnel, including partners and/or sub consultants, and their individual areas of responsibility

2. A resume for each professional and technical person assigned to the Agreement, including partners and/or sub consultants, shall be submitted. Please limit resumes to one page

3. Some functions of this project may require the use of sub-consultants. If you intend to utilize sub-consultants you must list each and provide resumes for their key personnel

F. Cost

In your response to this proposal, please provide the following:

1. Program Expenses. Include an itemized list of all reimbursable expenses required to initiate, launch and service the program for the term of the loans

G. Additional Information

Provide any information that distinguishes Vendor from its competition and any additional information applicable to this RFP that might be valuable in assessing Vendor's proposal.

Explain any concerns Vendor may have in maintaining objectivity in recommending the best solution. All potential conflicts of interest must be disclosed.

Exceptions to the Scope of Services shall be documented.

IV. REVIEW AND ASSESSMENT CRITERIA

A. Proposal and Interview Criteria

Vendors will be evaluated on the following criteria. These criteria will be the basis for review and assessment of the written proposals and optional interview session. At the discretion of the City, interviews of the top-rated Vendors may be conducted.

The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.

Assessment Criteria

Scoring Factor	Qualification	Standard
5.0	Scope of proposal	Does the proposal address all elements of the RFP? Does the proposal show an understanding of the project objectives, methodology to be used and results/outcomes required by the project? Are there any exceptions to the requirements?
5.0	Firm Capability	Does the firm have the resources, financial strength, capacity and support capabilities required to be a successful partner to the City? Has the firm successfully participated in similar program?
5.0	Assigned Personnel	Do the persons who will be working on the project have the necessary skills and qualifications? Are sufficient people of the requisite skills and qualifications assigned to the project?

B. Reference Evaluation Criteria

Prior to award, the Project Manager will check references using the following criteria. Negative responses from references may impact the award determination.

Criteria	Standard Questions
Overall Performance	Would you hire this vendor again? Did they show skills required by this project
Timetable	Was the original Scope of Work completed within the specific time? Were interim deadlines met in a timely manner?
Completeness	Was the Vendor responsible to client needs; did the vendor anticipate problems? Were problems solved quickly and effectively?
Budget	Was the original Scope of Work completed within the project budget?