FLINT HILLS REGIONAL COUNCIL

REVISED REQUEST FOR PROPOSALS AND SUPERSEDING ADDENDUM

EPA RLF Loan Servicer | EPA Brownfields Revolving Loan Fund (RLF)

Re-release Date: November 23, 2026
Proposals Due: November 30, 2026, at 12:00 p.m. Central Time (CT)
Submission Email: rfp@flinthillsregion.org
Email Subject Line: FHRC EPA RLF Proposal

Notice of Supersession

This revised Request for Proposals (RFP) and superseding addendum replaces the previously issued FHRC solicitation for an EPA RLF Loan Servicer in its entirety. Respondents should rely solely on the requirements, scope, dates, and submission instructions contained in this document. No provisions of the earlier solicitation are incorporated by reference.

1. Introduction

The Flint Hills Regional Council (FHRC) seeks proposals from qualified firms or individuals to provide loan servicing and management functions for its EPA Brownfields Revolving Loan Fund (RLF) Program. The RLF, funded through EPA Cooperative Agreement No. 4B-96723001, supports cleanup and redevelopment of contaminated properties in the Flint Hills region. The selected EPA RLF Loan Servicer will support proper financial management, loan servicing, and technical assistance as needed.

2. Scope of Services

The selected EPA RLF Loan Servicer will provide the following services, including but not limited to:

Program Setup and Loan/ Subgrant Administration

- Develop the RLF loan program framework, lending policies, guidelines, loan applications, underwriting standards, loan terms, financial procedures, and forms to be approved by the FHRC/FHRC Loan Committee.
- Evaluate borrower qualifications and conduct credit and financial underwriting for proposed loans; assist with applicable subgrant documentation reviewed and approved by FHRC/FHRC Loan Committee.
- Prepare loan recommendations and draft loan and subgrant agreements; coordinate loan closings and execution of documents approved by FHRC/FHRC Loan Committee.
- Establish repayment schedules and loan disbursement procedures.

Fund and Portfolio Management

- Collect and track loan repayments, interest, outstanding balances, disbursements, delinquencies, and loan modifications; maintain repayment records.
- Track program income and provide monthly or quarterly portfolio statements and financial information to support FHRC's EPA grant reporting.
- Provide technical assistance to the FHRC EPA RLF Program Manager as needed regarding lending policies, program development, loan management, and monitoring.

Coordination and Support

- Work with FHRC's EPA Project Director and appropriate FHRC program staff.

3. Roles and Decision-Making

The selected EPA RLF Loan Servicer will develop the loan program processes and guidelines and provide underwriting and servicing support. FHRC's Loan Committee will make decisions on forms, processes and loan applications. FHRC retains responsibility for the EPA grant administration, environmental compliance coordination, program oversight, and final loan approval.

4. Minimum Qualifications

Demonstrated experience in loan servicing and fund management with state, federal, or private funds.

5. Proposal Requirements

1. Cover Letter — Signed by an authorized representative.
2. Firm/Individual Profile — Brief overview of the firm or individual.
3. Key Personnel Résumé(s) — Qualifications and relevant experience.
4. Relevant Project Experience — Examples involving loan servicing, program development, or compliance.
5. Work Plan and Approach — Proposed methodology for assisting FHRC's EPA Revolving Loan Fund, including program setup and ongoing servicing.
6. Fee Schedule — Hourly rates for loan management and monitoring, and a fixed fee for developing the loan fund processes and forms.
7. References — At least two references from comparable projects.

6. Contract Term

The selected EPA RLF Loan Servicer will enter into a contract with FHRC running through September 30, 2030, or completion of loans. EPA RLF funding may be renewed or extended through the existing RLF grant or a new EPA RLF grant. As loan funds are spent down and FHRC obtains additional loan funding, the grant budget may be revised accordingly.

7. Submission Instructions

Submit proposals electronically no later than November 30, 2026, at 12:00 p.m. CT, to **rfp@flinthillsregion.org**. Use the email subject line "FHRC EPA RLF Proposal." Submit all questions concerning this solicitation to the same email address.

8. Superseding Addendum — Clarification and Deadline

This notice confirms the revised proposal deadline of November 30, 2026, at 12:00 p.m. CT and clarifies that the work includes program setup, loan origination and underwriting support, ongoing servicing, financial reporting as described above. FHRC retains grant oversight and final loan approval authority. This document constitutes the complete replacement solicitation; no separate terms from the earlier RFP apply.

Submit questions to rfp@flinthillsregion.org by 11.25.26 by 12:00 p.m., CT.