



REQUEST FOR QUALIFICATIONS

Purpose:

To assist the CDFA in seeking and reviewing applications for the Community Development Block Grant (CDBG) CV Public Services application and grant round. The grant round is tentatively scheduled to start on June 15th 2020. The budget for this proposal is \$20,000.

Background:

The CDBG program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The primary purpose of the CDBG program is the development of viable communities, by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. The program is sponsored by the United States Department of Housing and Urban Development (HUD) and is administered by the Community Development Finance Authority (CDFA) for all New Hampshire non-entitlement communities.

The CARES Act allocated \$5.4 million dollars in HUD CDBG resources (CDBG-CV). In order to ensure resources are quickly deployed and meet the unique response needs to COVID-19. The bill eliminates the 15% cap on public service activities. CDFA determined through a public input process to prioritize the majority (approximately) 75% of the first round of CDBG CV funds to public service activities. For additional information please go to <https://resources.nhcdfa.org/programs/community-development-block-grant/application/> to view CDBG and CDBG CV Summary and CDBG and CDBG CV Application and Program Guide.

Scope of Work:

The successful respondent will perform the following tasks:

Responsibilities as Public Service “expert” and point of contact:

- Act as Public Service “expert” and provide timely and effective response to the express needs of potential applicants, applicants, grantees, the general public and internal staff.
- Responsibility for CDFA CDBG Public Service Program, including establishing process order and deadlines, monitoring of critical information such as impact and project deadlines, eligibility, funding changes and reporting.
- Collect, review, enter and/or transmit and provide preliminary approval of required grant documentation. Responsibility for securing required information and for its completeness and accuracy and working with the CDFA staff to ensure compliance with internal standards and external regulations.
- Perform analysis of applications for funding/financing, including organizational capacity, community development purpose, assessment of financial viability, impact of proposed project, and relative scoring. Conduct virtual site visits. Determine if projects are eligible for funding based upon established criteria.

- Prepare and present written and oral analysis and recommendations for decision-making boards or committees. Provide timely and accurate information for management and BOD/committees as needed. Conduct and report on required and periodic project monitoring.
- Establish strong working relationships with other members of the program team and other internal departments to ensure responsive, efficient and effective management of CDFA resources for benefit of grantees and stakeholders.
- Represent CDFA to external stakeholders in CDFA hosted workshops, community gatherings and other public events if requested. Work with CDFA communications staff as needed to promote projects and activities.

Timeline

June 15th 2020 – October 15th 2020

Proposal Review Criteria:

1. Initial screening of proposals will determine if they are within the budget presented in this RFP and at a minimum include the work tasks presented in the Scope of Work above.
2. Following the initial screening, the review will focus on the quality of the proposal and the qualifications of the consultant or staff to be assigned to the project. Respondents must demonstrate extensive knowledge of CDBG administration, as well as all federal and state rules, regulations, statutes and guidelines that govern the administration of the program, such as the Housing and Community Act of 1974, as amended, HUD Regulations for the State CDBG program at 24 CFR 570 Subpart I and related regulations, State CDBG Administrative Rules, 2 CFR 200, URA requirements and the NH CDBG Implementation Guide. The successful bidder must have experience in the utilization of the CDFA Grants Management System for the administration of CDBG projects.
3. Ability to work with CDFA staff to develop and execute program.

Personnel:

The proposal shall clearly name the consultant in charge and other personnel and shall state their qualifications and related experience. The consultant in charge shall be made available for an remote interview.

Submission Information:

CDFA will accept electronic proposals. All proposals must be received at CDFA by 4:00 p.m. by June 12, 2020. Electronic proposals must be submitted via email to: shadfield@nhcdfa.org. Proposals received after this date and time will not be considered.

Following a review of the proposals received, up to three may be selected for follow-up interviews, and the contract award will be announced no later than June 19, 2020. Once the contract has been awarded, all other respondents will be informed of the decision in writing.

This request does not commit CDFA to award a contract nor to pay any costs incurred in the submission of a proposal or in making necessary studies for the preparation thereof, nor to procure or contract for services or supplies. CDFA reserves the right to reject any or all proposals.

Funding for this consultant is provided through the U.S. Department of Housing and Urban Development. Therefore, all federal requirements of the Housing and Community Development Act of 1974, as amended, and all state requirements must be adhered to and will be part of the contract terms.

EOE/AA