



REQUEST FOR PROPOSALS NH COMMUNITY DEVELOPMENT FINANCE AUTHORITY

The NH Community Development Finance Authority (CDFA) requests proposals from qualified financial consulting companies/ consultants to consult with CDBG CV funded nonprofits (sub recipients). The selected consultant will learn the HUD Duplication of Benefit requirement, provide information on the requirement to sub recipients in a presentation and provide consultation on meeting the Duplication of Benefit requirement to the sub recipients. The timeframe for this contract is December 1, 2020 – March 1, 2021.

Specifically, the consultant will:

- Review information about the HUD Duplication of Benefit requirement and develop a plan for assisting nonprofits in meeting the requirement (2-4 hours),
- Work with CDFA to prepare and conduct a virtual training on Duplication of Benefits (2-4 hours), and,
- Provide one-on-one technical assistance to each nonprofit sub recipient to assist them in meeting the requirement (up to 40 hours total).

The budget is approximately \$6,000. The project is funded, in part or whole, through a Community Development Block Grant CV funds from the NH Community Development Finance Authority under the provisions of, and subject to the requirements, of Title I of the Housing and Community Development Act of 1974, as amended and The Housing and Economic Recovery Act of 2008 (HERA), as amended and the CARES Act.

This is an equal opportunity/affirmative action agency. All qualified proposals will receive consideration without regard to race, color, religion, creed, age, sex, or national origin.

Consultant selection will be based on proposal including cost and qualifications.

Please submit a copy of the proposals with project understanding, detailed scope of services and related experience by November 30, 2020 at 4 pm.

Send the proposals to: Alex Jette, CDFA Compliance Manager at ajette@nhcdfa.org