



Environmental Review Training

Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals for the Community Development Finance Authority (CDFA) from qualified environmental engineers or professionals to produce and present a training on the Community Development Block Grant (CDBG) Environmental Review Process for CDBG grant administrators.

Background

Created in 1983, the NH Community Development Finance Authority supports community development, affordable housing and economic development activities that benefit low- and moderate- income people and communities in New Hampshire.

CDFA manages nearly \$25 million in funding resources, which includes a combination of state tax credits, federal Community Development Block Grant and energy funds. We support the development of vibrant and resilient communities by providing financial resources to nonprofits, community development organizations, counties, municipalities, and for-profit businesses. These organizations, in partnership with CDFA, see our work in revitalized downtowns, the building of high quality childcare facilities, supporting the expansion of business to provide job opportunities, the creation of new housing units, investments in clean energy projects and the support and development of a healthy nonprofit sector.

Scope of Services

The “Services” consist of, and the successful environmental professional shall provide, the following:

1. Create one or two power point presentations that encompass the entire 24 CFR Part 58 process including all application federal and New Hampshire state regulations (National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) regulations in 40 CFR Parts 1500 through 1508, etc)
2. Present material to NH grant administrators and CDFA staff in one or two webinar sessions in late February or March.
3. Assist in the creation of a FAQ that may result from the webinar sessions that CDFA will use to provide additional guidance to grant administrators and grantees.
4. Both CDFA and the professional selected will retain all intellectual property rights of materials produced.

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.

Experience

Proposals must include, at a minimum, the following information:

1. Experience/Qualifications of the Environmental Professional—Provide a resume for each individual who will be assigned to provide the services and designate the individual who would have primary responsibility for overseeing the Services. Provide all relevant contact information for the primary contact person.

2. Examples of Quality of Work—For individuals assigned to perform the Services within the firm, provide a description of relevant past projects and examples of prior work and materials pertinent to providing the Services.
3. Proposed Fees/Expenses—Proposals shall clearly state all fees and expenses to be charged in the performance of all Services:
 - a) If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement and a general description of how billable hours will be allocated among key personnel. In the alternative, provide a blended rate for the delivery of all Services.
 - b) Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement.
 - c) It is anticipated that a maximum not to exceed amount will be established for these Services.

Preference will be given to the individual or entity with prior experience.

Questions and Submission

New Hampshire Community Development Finance Authority
Attn: Alexandra Jette
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Email preferred.

Deadline

Proposals should include qualifications, describe any recent project work in this or relevant field, and estimated costs. Proposals should be submitted by email or in hand no later than Wednesday, February 10, 2021.