



REQUEST FOR PROPOSALS: FEDERAL COMPLIANCE CONSULTANT

Overview

The purpose of this Request for Proposal (RFP) is to solicit responses from qualified Federal Compliance consultants or professionals to create an implementation and compliance guide for projects funded through the federal American Rescue Plan Act. Consultants should demonstrate knowledge of federal and state regulations, including 2 CFR 200. The timeframe for this contract is over a 3-month period from January 2024 to March 2024.

Background

In December 2022, New Hampshire's Governor and Council approved the use of \$20 million in American Rescue Plan Act resources to improve community spaces across New Hampshire through one-time strategic investments. The NH Community Development Finance Authority (CDFA) in coordination with the Governor's Office for Emergency Relief & Recovery (GOFERR) has worked with nonprofits and municipalities to invest these resources in community centers, which are important to the health and vibrancy of our state. Public community facilities help support strong, safe, and inclusive communities while providing opportunities for people to engage in social interaction, volunteerism, and civic engagement. Community centers can also provide much-needed access to social services by filling gaps in service within our communities, especially in New Hampshire's rural towns.

The Community Center Investment Program (CCIP) is providing funding through two competitive funding rounds. The first round of awards was announced in June 2023, resulting in funding to sixteen nonprofits and municipalities, and the final round of awards will be announced in February 2024.

Awardees are sub-recipients of the federal ARPA funding, and each funded project is subject to state and federal regulations including **2 CFR 200**. Awards are in the form of forgivable loans and grants, which require different levels of compliance that awardees must follow and report on throughout the 18-month grant award period, as they move their projects forward to completion by August 2025.

Scope of Work

To ensure consistency across our programs, CDFA seeks to hire a consultant to develop a project implementation and compliance guide specifically for the CCIP to assist with the clear dissemination of information and requirements to all CCIP awardees. The consultant will coordinate with CDFA staff to:

1. Confirm current compliance documentation is accurate and complete.
2. Design and create an implementation guide specific to CCIP. CDFA has an implementation and compliance guide for the federal Community Development Block Grant (CDBG) Program that the organization also administers. The CCIP guide should follow a similar outline: [Implementation – Resources from NHCDFA](#).
3. Develop a process for sub-recipient compliance monitoring utilizing existing guidance.
4. Create the outline for an implementation training workshop for CCIP award recipients.
5. Coordinate with CDFA's web designer to post the completed guide on CDFA's Resource Hub.

The successful respondent will have knowledge of:

- State and federal compliance requirements as determined by 2 CFR 200.
- Low and moderate risk assessments for sub-recipient reporting.

CDFA also seeks to establish a monitoring process of all awardees/sub-recipients to adhere to low and moderate risk assessments as required by GOFERR.

The timeframe for this contract is over a 3-month period from January 2024 to March 2024.

CDFA has an approximate budget of \$25K for the requested scope of work and will base applicant selection on a balance between budget and the applicant's competency to complete the requested components. CDFA requests a detailed budget pertaining to each line item outlined above.

Questions and Submission

Please submit a proposal including applicant background, related experience, proposed detailed scope of work, detailed budget, and references by close of business on Friday, December 29, 2024. Send the proposals to: Rebecca Boisvert, Director of Community Development, rboisvert@nhcdfa.org

Consultant selection will be based on the competitive review of proposals, including applicant qualifications, similar previous experience, work plan, cost, and respondent references.

CDFA 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.