



## REQUEST FOR QUALIFICATIONS

### Overview

The New Hampshire Community Development Finance Authority (CDFA) is seeking qualifications from consultants interested in supporting applicants and awardees of GONORTH funded projects through the [Rural Community Health Infrastructure Program](#) (RCHIP) administered by the CDFA. This Request for Qualifications (RFQ) will establish a pre-qualified pool of consultants capable of providing project development, grant writing, and/or grant administration services for health infrastructure projects across New Hampshire. Inclusion on the pre-qualified list does not guarantee selection for any specific project; it serves as a resource for applicants seeking experienced and qualified support.

### Program Objectives

RCHIP is a competitive grant program that will invest funds to rehabilitate rural health infrastructure aligned with the initiatives and outcomes committed to in New Hampshire's GO NORTH - Rural Health Transformation (RHT) plan. The program is administered by CDFA and funded through federal CMS resources, with awardees serving as sub-recipients subject to state and federal requirements, including 2CFR Part 200.

The first year of RCHIP will support infrastructure improvements in the following priority areas:

- Renovations at county-run nursing home facilities to reduce hospital discharge barriers and increase community access to care.
- Renovations at community mental health centers and federally qualified health centers (FQHCs) to support the NH RHT plan goals.
- Renovations to establish or expand childcare capacity to help recruit and retain a rural healthcare workforce of safety-net providers. Eligible facilities include community mental centers, FQHCs, and county-run assisted living facilities.
- Renovations to existing buildings to house ambulances to expand Emergency Medical Service (EMS) capacity in rural areas.

Eligible applicants include federally qualified health centers (FQHCs) and FQHC look-alikes, community mental health centers, county-run nursing homes and assisted living facilities, and Emergency Medical Service (EMS) organizations. The program anticipates expanding eligibility to additional entity types in future years.

In addition, CDFA will develop additional investment opportunities consistent with GO-NORTH funding that support minor renovations and infrastructure improvements that advance other Rural Health Transformation Program goals to make rural New Hampshire healthier.

## **Role of Consultants in the RCHIP Program**

Consultants engaged through this program play an essential role across the full RCHIP project lifecycle, from early planning through project closeout. Specifically, consultants may support eligible applicants and awardees at three stages:

### **Project Development**

Consultants supporting project development assist applicants in planning and preparing infrastructure projects that advance rural health outcomes. This may include:

- Feasibility analysis and project scoping
- Site and facility planning
- Financial modeling and funding strategy development
- Coordination among project partners

Financial assistance for project development is available to eligible applicants through the Request for Eligibility Determination process, with funding levels determined based on project size and complexity.

### **Grant Writing**

Consultants supporting grant writing assist applicants with the preparation and submission of RCHIP applications. This includes:

- Narrative and budget development
- Compiling required documentation and coordinating application materials
- Managing all actions required to prepare and submit the application through CDFA's Grant Management System (GMS)

Financial assistance for grant writing is available to eligible applicants through the Request for Eligibility process, with funding levels determined based on project size and complexity.

### **Grant Administration**

All RCHIP awardees are required to retain a qualified grant administrator for the duration of project implementation. This requirement reflects the complexity of the funding structure and the associated compliance obligations. Grant administration responsibilities include:

- Financial tracking, reporting, and compliance with federal requirements, including 2 CFR Part 200
- Monitoring of project progress and adherence to approved scopes and budgets
- Coordination with CDFA throughout implementation and project closeout
- Supporting procurement activities in accordance with applicable federal and state regulations

Financial assistance for grant administration is available to eligible awardees, with funding levels determined based on project size and complexity.

The following table summarizes the financial assistance available to eligible applicants and awardees for each area of consulting support:

<b>Project Size</b>	<b>Project Development Support</b>	<b>Grant Writing Assistance</b>	<b>Grant Administration</b>
Up to \$1M Project and/or low need	Up to \$10,000 based on review	Up to \$4,000	Up to \$50,000
\$1.01 - 2.5M Project and/or moderate need	Up to \$20,000 based on review	Up to \$4,000	Up to \$50,000
\$2.6 - 5 M Project and/or high need	Up to \$35,000 based on review	Up to \$4,000	Up to \$75,000
Over \$5M Project	Up to \$50,000 based on review	Up to \$4,000	Up to \$100,000

Funding levels reflect confirmed program allocations. All financial assistance is subject to CDFA approval and must be used in accordance with program guidelines.

### **Procurement of Consulting Services**

Applicants and awardees are encouraged to select consulting services from the pre-qualified pool established through this RFQ. In cases where an applicant's needs are not met by the pre-qualified list, applicants may conduct an independent procurement process in accordance with applicable federal regulations, including 2 CFR Part 200.

### **Qualifications**

CDFA is seeking respondents that demonstrate strong qualifications across one or more of the three service areas described above. Respondents should demonstrate:

- Relevant knowledge of infrastructure development, including health or community facility projects
- Familiarity with state and federal compliance requirements, including 2 CFR Part 200 (particularly for grant administration)
- Experience working with New Hampshire municipalities and/or nonprofit organizations
- Capacity to deliver services across communities throughout New Hampshire
- Demonstrated success on similar projects, including examples of prior engagements
- Demonstrated commitment to building client capacity and organizational understanding of public funding processes

Respondents should clearly identify which service area(s) they are qualified to provide: project development, grant writing, and/or grant administration.

### **Submission Requirements**

Respondents must submit in PDF format a qualifications package that includes all of the following:

**Organizational Overview:** A brief description of the firm or individual, including legal name, contact information, organizational structure, and years in operation.

**Service Area(s):** A clear indication of which service area(s) the respondent is seeking to be pre-qualified for (project development, grant writing, and/or grant administration).

**Relevant Experience:** A minimum of three (3) examples of similar projects, including client name, project description, scope of services provided, project size, and outcomes. At least one example should involve a New Hampshire municipality or nonprofit organization.

**Staffing and Organizational Capacity:** A description of key personnel who would be assigned to engagements, including relevant credentials, roles, and experience. Include information on the firm's capacity to take on new projects.

**Geographic Coverage:** A description of the geographic areas of New Hampshire the respondent can serve.

**Relevant Experience:** A description of the relevant experience providing technical assistance and the experience supporting Federal grant administration and compliance.

**References:** Contact information for a minimum of two (2) professional references from prior clients or partners, with permission to contact.

**Budget and Fee Structure:** Respondents to the typical fee structures to assist applicants in evaluating potential service providers. The fee structure information will be made available on the pre-qualified list.

### **Evaluation of Submissions**

Submissions will be reviewed by CDFA staff and evaluated based on the following criteria:

- Relevance and quality of prior experience in infrastructure development, health or community infrastructure projects, or grant administration
- Demonstrated success on similar projects and familiarity with public funding programs
- Understanding of applicable state and federal compliance requirements
- Organizational capacity to serve applicants across New Hampshire
- Strength of professional references

CDFA reserves the right to request additional information or clarification from any respondent prior to making a pre-qualification determination.

**Priority Submission Deadline:** Friday, June 26, 2026, 4:00 PM

Applications will be accepted on a rolling basis as needed, need to be determined by CDFA.

Email to: Felicity Winters, Community Development Administrator, [fwinters@nhcdfa.org](mailto:fwinters@nhcdfa.org)

*The prequalified list will remain active for a period determined by CDFA and may be updated periodically. CDFA reserves the right to accept or reject any submission, request additional information, amend this RFQ, or cancel the solicitation at its discretion. Submission instructions, deadlines, and contact information will be provided as part of the official RFQ release.*