



## **REQUEST FOR LETTERS OF INTEREST HOMEOWNER ASSISTANCE FUND CONSULTING SERVICES FOR PHASE 1**

June 09, 2021

New Hampshire Housing Finance Authority (New Hampshire Housing) seeks expressions of interest in providing consulting services for Phase 1 of the State's launch of the Homeowner Assistance Fund (HAF). Attached Exhibit A provides the Scope of Work (SOW). This is a short-term consultancy with immediate deadlines.

### **SUBMISSION PROCESS FOR LETTERS OF INTEREST**

#### ***Contents of the Letter***

Interested consultants shall submit a Letter of Interest that includes the following information.

- A description of the consultant.
- A description of the services being offered with reference to the components in the SOW.
- A description of the company's experience with the proposed work.
- The names and resumes of the key people that will work on the project.
- A link to the company's website.
- A copy of any examples of similar work performed.
- Contact information.
- A project timeline showing all major steps to completion.
- Budget for services to be provide.

#### ***How to Submit the Letter***

Letters shall be submitted in PDF format. All documents included with the letter shall be included as an indexed attachment to the letter.

Letters shall be emailed to:  
Andrew Cadorette, Senior Manager,  
Business Development  
New Hampshire Housing  
[acadorette@nhhfa.org](mailto:acadorette@nhhfa.org)

With a copy to:  
Ann-Marie Landry, Administrative Assistant  
New Hampshire Housing  
[amlandry@nhhfa.org](mailto:amlandry@nhhfa.org)

#### ***Deadline to Submit the Letter***

To be considered, letters must be submitted to New Hampshire Housing no later than Monday, June 21, 2021.

### **SELECTION PROCESS**

The decision of which consultant, if any, to hire is solely New Hampshire Housing's decision. Such decision will be based primarily upon New Hampshire Housing's determination of cost, service, experience,

#### **NEW HAMPSHIRE HOUSING FINANCE AUTHORITY**

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qualifications, innovation, and/or other factors considered relevant by New Hampshire Housing. Seeking proposals does not in any way create an offer by New Hampshire Housing to hire any consultant.

After receiving proposals, New Hampshire Housing may:

1. Conduct due diligence to review the respondent and its proposal;
2. Discuss the application with the respondent;
3. Require additional information;
4. Negotiate directly with respondents on terms relating to price, staffing, travel, and technology requirements; and
5. Waive or modify RFI requirements, provided such waivers are consistent with the RFI's goals and are fair to all respondents.

New Hampshire Housing's goal is to make final decisions on the RFI within 10 days of the RFI deadline.

### ***Other Provisions***

The following applies to all submissions:

1. Late proposal submittals will be returned without being reviewed or evaluated.
2. All materials submitted by respondents may be subject to New Hampshire's right-to-know law RSA Chapter 91-A.
3. New Hampshire Housing reserves the right to reject any proposal submitted on the basis of being unresponsive to the RFI requirements or for failure to fully comply with the RFI.
4. New Hampshire Housing is not liable for any costs incurred by respondents, including, without limitation, costs related to the preparation of proposals or oral interviews.
5. New Hampshire Housing in its sole discretion retains the right to waive any minor irregularity in any respondent's response to these or other RFI requirements, should it be judged to be in the best interest of New Hampshire Housing.
6. New Hampshire Housing may reject any and all proposals, may seek correction or clarification and may negotiate the terms of the responses with respondents.
7. New Hampshire Housing is not required by law to employ the services sought in this RFI, and therefore, New Hampshire Housing may cancel or withdraw this RFI, or any part of it, at any time and for any reason.
8. This RFI, the proposals, any negotiations or other communications do not constitute an offer, commitment or contract in any way. The only binding agreement will be a contract executed between New Hampshire Housing and the successful respondent. The contract will be in the form prescribed by New Hampshire Housing.

### ***Questions***

Any questions regarding this RFI, or the selection process, may be made only in writing to:

Andrew Cadorette, Senior Manager, Business Development  
New Hampshire Housing  
[acadorette@nhhfa.org](mailto:acadorette@nhhfa.org)

### **ABOUT NEW HAMPSHIRE HOUSING**

New Hampshire Housing is a self-supporting public corporation that promotes, finances and supports affordable housing. New Hampshire Housing operates rental and homeownership programs designed to assist low- and moderate-income persons with obtaining affordable housing.

## Homeowner Assistance Fund Scope of Work: Consultant Services for Phase 1

### Introduction

New Hampshire Housing Finance Authority is a self-supporting public corporation that promotes, finances and supports affordable housing. One of New Hampshire Housing's goals is to help people achieve and maintain successful homeownership. This scope of work (SOW) focuses on establishing a program to assist income-eligible New Hampshire homeowners who, due to the impact of COVID-19, have suffered financial hardship (Eligible Homeowners) that is impacting their ability to remain current with their homeownership expenses (Eligible Expenses).

On March 11, 2021, the [American Rescue Plan Act of 2021](#) (ARP) became law. [Section 3206](#) created the Homeowner Assistance Fund (HAF) to help Eligible Homeowners with Eligible Expenses. Subsequently, the U.S. Department of the Treasury provided a website announcement, including a Notice of Funds Request, and on April 14, 2021 published a Housing Assistance Fund Guidance document, both linked below.

Treasury's HAF site                    [Treasury HAF](#)  
Treasury's initial guidance        [Initial Guidance](#)

The State of New Hampshire is entitled to \$50 million of HAF funds and the State, through the Governor's Office of Emergency Relief and Recovery (GOFERR), has asked New Hampshire Housing to explore ways to implement the HAF Program in New Hampshire. New Hampshire Housing is seeking consultant services to launch the HAF Program.

### **Project Overview/Objectives**

New Hampshire Housing sees three phases for the HAF Program:

- *Phase 1:* HAF Plan preparation and submission, including exploring potential administrative structures;
- *Phase 2:* HAF Program implementation (policy, systems, process and staffing); and
- *Phase 3:* HAF Program reporting and audit/oversight.

This Scope of Work (SOW) seeks services related to Phase 1. Given the interrelation of all three phases while focusing on Phase 1, the consultant will anticipate the impact of that work on Phases 2 and 3. New Hampshire Housing intends to issue a future RFP for Phases 2 and 3. The consultant hired for Phase 1 is still able to submit proposals for Phases 2 and 3 when that RFP is issued.

### **Services to be Provided**

New Hampshire Housing seeks three distinct services and deliverables.

- **Data:** Gather and analyze data that will assist New Hampshire Housing in establishing program need, including need within "socially disadvantaged communities." The consultant will review the

HAF law and Treasury guidance to determine the data needed to make policy decisions, draft the HAF Plan and advise New Hampshire Housing on outreach.<sup>1</sup>

- **HAF Plan and Documents:** Draft the HAF Plan and other HAF program documents as directed by New Hampshire Housing. The consultant will lead the drafting of the HAF Plan and related documents such as the HAF policy book and the HAF documents. In doing so, the consultant shall review other model plans to ensure consistency with other HFAs.
- **HAF Administrative Structure:** Assist and advise New Hampshire Housing on program-administration structure, potential IT systems and other vendors. The consultant shall assist New Hampshire Housing in reviewing and deciding on potential administrative structures, including the overall structure, the IT systems, the staffing/vendors needed to run the program and the required reporting and auditing.

Consultants may express interest in providing:

- All three services (Shown as 1, 2 and 3 above.);
- The services related to data (Shown as 1 above); or
- The services related to the HAF plan and the HAF administrative structure (Shown as 2 and 3 above).

### **Phase 1 Completion Timeframe**

New Hampshire Housing seeks to have Phase 1 complete within 90 days of signing a contract with the consultant. Consultants will provide New Hampshire Housing with a proposed schedule. The goal is to submit the HAF plan to GOFERR **no later than August 20, 2021**, with the final plan being submitted to Treasury by **August 30, 2021**.

### **Decision Making and Project Management**

New Hampshire Housing will be reviewing options and making decisions for the HAF Plan, the HAF Program and the potential program-administration structure. As defined in the contract with GOFERR, New Hampshire Housing will consult with GOFERR. The consultant's primary contacts at New Hampshire Housing will be the Managing Director, Homeownership and the Senior Manager, Business Development, Homeownership. All decisions shall be made by New Hampshire Housing.

The following provides an overview of certain aspects of this work.

- New Hampshire Housing has established a New Hampshire Housing HAF Team to advise, complete tasks and make decisions. As requested by New Hampshire Housing, the consultant shall participate on that team as a consultant.
- New Hampshire Housing has internal project management resources that will likely be used in the project. The consultant will work with the project manager as warranted to coordinate the timely completion of tasks and deliverables.

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<sup>1</sup> Homeowner Assistance Fund Guidance, US Dept. Treasury (April 14, 2021) states:

*Data-Driven Assessment of Homeowner Needs:* HAF participants must provide information and data that they use to design their programs in a way that effectively targets eligible homeowners. HAF participants must include data about financial hardships of target homeowners and socially disadvantaged individuals, including data on mortgage delinquencies, defaults, foreclosures, post-foreclosure evictions, and the loss of utilities or home energy services, including trends over time disaggregated by demographic categories and geographic areas.

- New Hampshire Housing is working with other state housing finance agencies (HFAs) and the National Council of State Housing Agencies (NCSHA). New Hampshire Housing shall share the information gained through that work with the consultant to ensure good communication.

### **Project Schedule**

- The project will start immediately upon execution of the consultancy agreement and GOFERR's authorization to spend funds.
- A New Hampshire Housing project manager will work with New Hampshire Housing and the consultant to establish a complete project schedule.
- Stakeholder meetings will be scheduled soon.
- By June 30, Treasury requires each state to either: 1) submit an HAF Plan; or 2) provide a date certain that the HFA Plan will be submitted.
- Once the HAF Plan is completed, a program launch date shall be set.

### **Other Terms**

- New Hampshire Housing and the consultant shall sign a contract and this SOW shall be part of that contract.
- The consultant shall primarily work from the consultant's own office. However, the consultant shall attend meetings at New Hampshire Housing's office and other meetings as requested by New Hampshire Housing.
- The consultant shall be proficient in Microsoft Office.
- Given New Hampshire Housing's use of Microsoft Teams and Outlook, the consultant will be provided access to New Hampshire Housing systems to enable access to Teams and Outlook.
- The consultant shall sign New Hampshire Housing's confidentiality and security agreement.
- The Consultant shall work independently on assigned aspects, keeping New Hampshire Housing informed at all times of the work, including providing weekly progress reports and such other reporting requested by New Hampshire Housing.