



## REQUEST FOR QUALIFICATIONS

### New Hampshire Housing INVESTNH HOUSING OPPORTUNITY PLANNING GRANT PROGRAM ELIGIBLE CONSULTANT LISTING

**Deadline: SOQs from interested consultants may be submitted on an ongoing basis.**

**BACKGROUND:** As part of Governor Sununu's \$100 million InvestNH initiative, \$5 million has been allocated to provide grants to municipalities to analyze and update their land use regulations to help increase housing development opportunities. The NH Department of Business and Economic Affairs has contracted with New Hampshire Housing to administer the overall Municipal Planning & Zoning Grant Program.<sup>1</sup>

Included within that program is the **Housing Opportunity Planning (HOP) Grant Program**. New Hampshire Housing is collaborating with Plan NH, which will administer the municipal grants, and with UNH Cooperative Extension (UNHCE), which will provide community engagement training to municipal grantees.

Municipalities will use HOP Grants to hire consultants to support their work in the following three phases of regulatory change:

- 1. Needs Analysis and Planning:** Grants will be made to cities and towns for the purpose of hiring consultants for following purposes:
  - Understanding and mapping housing, income, and demographic data, including housing market costs, housing units needed to meet future expected growth in a municipality and the region, and the affordability of a municipality's housing for all income ranges;
  - Reviewing the existing master plan to identify portions that conflict with or pose a barrier to housing development, and drafting master plan revisions to address those barriers; and
  - Community engagement efforts to support the development and adoption of master plan revisions; these efforts must involve UNHCE.

Communities seeking a grant for data compilation and analysis should utilize their regional planning commission's regional housing needs assessment and then identify data gaps or additional information that would be useful for the community's planning efforts, for which these grants could be used.

Municipal applications for this phase will be accepted on a rolling basis between August 2022 and January 2023, or until funds are exhausted, whichever happens first.

Municipalities may apply for up to \$25,000 each to undertake needs analysis and/or planning.

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<sup>1</sup> This project is being supported, in whole or in part by, federal award number SLFRP0145 awarded to the State of New Hampshire by the U.S. Department of the Treasury.

- 2. Regulatory Audits:** Grants will be made to cities and towns for the purpose of hiring consultants to audit the municipality's land use regulations and make recommendations for changes to promote housing development. Regulations to be evaluated may include, but are not limited to, zoning, subdivision regulations, site plan regulations, any provisions adopted under RSA 674:21 that are related to or impact upon housing development, local building codes, and local tax incentives, including RSA 79-E. The audits may be structured to do any of the following tasks: identify barriers to housing development that may exist in standards or processes; identify outdated regulatory schemes; specify changes to existing regulations; identify opportunities for new regulations; cross-reference different regulations to ensure that they are not in conflict. These tasks are intended to be illustrative, not exclusive.

Municipal applications for this phase will be accepted on a rolling basis between August 2022 and June 2023, or until funds are exhausted, whichever happens first.

Municipalities may apply for up to \$50,000 each to conduct a regulatory audit.

- 3. Regulatory Development:** Grants will be made to cities and towns for the purpose of hiring consultants to create new regulations or revise existing regulations with the stated primary goal of increasing the supply of housing in the community. Regulations to be created or revised may include, but are not limited to, zoning, subdivision regulations, site plan regulations, any provisions adopted under RSA 674:21 that are related to or impact upon housing development, local building codes, and local tax incentives, including RSA 79-E. Grants for these purposes must be accompanied by a community engagement effort, which may rely on current or prior community engagement work. Communities must commit to making a good-faith effort to bring regulatory changes to a formal vote for adoption.

Municipal applications for this phase will be accepted on a rolling basis between August 2022 and November 2023, or until funds are exhausted, whichever happens first.

Municipalities may apply for up to \$100,000 each to do regulatory development.

**REQUEST FOR QUALIFICATIONS:** New Hampshire Housing is preparing a list of consultants qualified to perform work for municipalities that receive HOP Grants. Consultants that are deemed sufficiently qualified to perform these grant-funded projects will be included in a listing of consultants. Municipalities may select consultants from that list without engaging in a competitive process.

Consultants seeking to be included in the list of qualified HOP Grant consultants should submit their Statement of Qualifications (SOQ) as instructed below. SOQs should include reference to experience in the following areas:

- The New Hampshire land use planning regulatory environment, including land use statutes, case law, local ordinances (including innovative land use controls under RSA 674:21), and regulations; specific experience with housing development.
- Creation of land use ordinances, especially in New Hampshire.

- Demonstrated understanding of the economics of land development, particularly residential development.
- Development and successful implementation of public relations campaigns related to land use planning, local regulatory proposals, or similar public information campaigns.

SOQs should specifically include the following:

- Indicate which phase(s) of regulatory change (outlined above) fall into your area(s) of focus.
- 1-3 page statement summarizing how the consultant team is particularly qualified, identifying familiarity with development of land use regulations in New Hampshire, and demonstrating an understanding of the intent of this RFQ. For consultants only wishing to be considered for phase one (needs analysis and/or planning) work, summarize the qualifications of the consultant team in this area.
- Key consultant resumes/qualifications
- Relevant/comparable projects (please attach or provide links)
- Three references

The Grant Steering Committee<sup>2</sup> will review SOQs. Consultants will be informed whether they will be included in the list or if additional information is required.

An initial list of qualified consultants was published on August 26, 2022. SOQs from interested consultants will be accepted on an ongoing basis. The Steering Committee will review SOQs on an ongoing basis and update the published list of consultants. The list of qualified consultants is published at [www.NHHOPgrants.org](http://www.NHHOPgrants.org) for use by municipalities that receive HOP Grants.

Consultants should submit SOQs electronically as a PDF to [info@NHHOPgrants.org](mailto:info@NHHOPgrants.org).

Please contact [info@NHHOPgrants.org](mailto:info@NHHOPgrants.org) with any questions.

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<sup>2</sup> The Grant Steering Committee will include representatives from New Hampshire Housing, Plan NH, UNHCE, NH Office of Planning & Development, Community Development Finance Authority, and NH Municipal Association.