



**REQUEST FOR PROPOSALS**

**MUNICIPAL GUIDE TO HOUSING DEVELOPMENT UNDER RSA 79-E:  
COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE**

Issue Date: August 1, 2023  
Response Deadline: September 15, 2023

## Overview

New Hampshire Housing seeks a consultant or team of consultants to create a guide for municipalities interested in utilizing the various tools in the Community Revitalization Tax Relief Incentive (RSA 79-E) for the purposes of advancing housing supply, affordability, and diversity of housing stock. In addition to the already familiar tools in RSA 79-E, the guide will emphasize the newer tools including the housing opportunity zones and the residential property revitalization zones. The target end date for this project is March 31, 2024 but is negotiable. Cost estimates are not to exceed \$30,000. Proposals are due no later than 4:30 p.m. ET on Friday, September 15, 2023.

## Background

New Hampshire Housing is a self-supporting public corporation that promotes, finances, and supports housing solutions for the people of New Hampshire. NH Housing operates rental and homeownership programs designed to assist low- and moderate-income persons with obtaining affordable housing. We have helped more than 50,000 families purchase their own homes and have been instrumental in financing the creation of more than 16,000 multifamily housing units statewide.

Established by statute in 1981, NH Housing receives no operating funds from state government. The organization employs a staff of roughly 140. Its nine-member Board of Directors is appointed by the Governor and Executive Council. Additional information about NH Housing can be found on its website, [NHHousing.org](http://NHHousing.org).

New Hampshire has a population of 1,377,529, an increase of 4.6% in the past 10 years (2010-2020) and 638,795 housing units, an increase of 3.9% in the past ten years (2010-2020). With one of the lowest unemployment rates in the nation, very low rental vacancy rates, and rising home purchase prices, it is evident that the supply of housing units is not keeping pace with the demand. Additional housing is critical for New Hampshire's economic growth and future.

## Similar Previous Projects

The impetus for the creation of this guide is statutory changes made to RSA 79-E that became effective April 1, 2022. In the past, similar guides have been created in response to statutory change and a need for education. New Hampshire Housing's *Accessory Dwelling Units in New Hampshire: A Guide for Municipalities* was created after the passage of the ADU law (RSA 674:71-73) in 2017. *Meeting the Workforce Housing Challenge: A Guidebook for New Hampshire Municipalities* was created after the state's workforce housing law (RSA 674:58-61) went into effect in 2010. Both guidebooks provided a resource for municipalities as they navigated the statutory changes.

**Accessory Dwelling Units in New Hampshire: A Guide for Municipalities**  
[www.nhhfa.org/wp-content/uploads/2019/06/ADU\\_Guide\\_Homeownership.pdf](http://www.nhhfa.org/wp-content/uploads/2019/06/ADU_Guide_Homeownership.pdf)

## Scope of Work

New Hampshire Housing is looking for qualified individuals or entities to create a guide for municipalities illustrating the ways in which RSA 79-E can be used to advance housing supply, diversity, and affordability. The need for this guide results from amendments made to RSA 79-E targeting housing, including language enabling communities to create housing opportunity zones and residential property revitalization zones. The guide should include an overview of RSA 79-E and how it is already being implemented by municipalities, as well as ideas for practical application of the new tools. This guide will ultimately be used by municipalities interested in adopting RSA 79-E or incorporating the new tools into existing ordinances. The following major sections will be included in the guide:

- **Overview of existing RSA 79-E: Successes and Challenges**

Provide an overview of how RSA 79-E has been used by communities, especially how RSA 79-E is used to address local housing challenges. This may include case studies, informed by key informant interviews with municipal staff and developers that have experience using RSA 79-E, communicating both the successes (what has worked well), as well as the challenges. It should cover the barriers for New Hampshire's smaller, more rural communities, in addition to how New Hampshire's larger communities and cities use the program.

- **Overview of new provisions in RSA 79-E: Housing Opportunity Zones and Residential Property Revitalization Zones**

Provide a primer on the new provisions in RSA 79-E: the residential property revitalization zones (RSA 79-E:4-b) and housing opportunity zones (RSA 79-E: 4-c). This overview should be an easy-to-understand explanation of how the new tools can be applied in communities, including how communities may incorporate the new tools into their existing regulations. It will anticipate the frequently asked questions about the new provisions in RSA 79-E and include guidance on messaging the technical tools to a lay audience.

- **Practical application of new tools**

Finally, the guide will offer ideas for practical application of the new tools, including creative or "outside-the-box" ideas. For example, several communities have inquired about the possibility of creating a housing opportunity zone to encourage the creation of accessory dwelling units. One of the barriers for homeowners building an ADU is financial – the use of a housing opportunity zone to encourage affordable ADUs would provide homeowners with tax relief, thus allowing the homeowner to pay for their ADU more easily. This ADU zone could, in theory, be one of a community's many housing opportunity zones and could apply to specific parts of the community or the entirety of the municipality.

Additional components of the guide to support the objective are at the discretion of the consultant. For reference on recent research on RSA 79-E, visit the [NH Housing Toolbox](#) produced by the regional planning commissions.

### **RFP Submission Guidelines and Requirements**

Please submit the proposal in electronic document format (Adobe pdf), for printing on 8.5 by 11-inch paper with project and firm identification on the cover. Limit proposals to 10 pages and include the following:

1. Letter of interest.
2. Qualifications and experience: provide a description of the history, experience, and qualifications you must perform the scope of work.
3. Approach to scope of work. Provide a detailed and deliverables-based description of your approach to each element of the scope of work. Be specific as to each element of your work plan.
4. Project Schedule. Provide a detailed timeline for all project deliverables/milestones.
5. Resumes or CVs of all project personnel should be attached to the proposal and will not count toward the proposal page limit.
6. Cost proposal. Provide detailed costs and a clear, itemized budget for the services to be performed based on the scope of services and deliverables.
7. A list of names, titles, and contact information for up to three references.
8. In addition to the contents of the proposal and not subject to the 10-page limit, provide either as attachments or by links to online material at least three relevant project reports completed by you and your team.

NOTE: Proposals are due no later than 4:30 p.m. ET on Friday, September 15, 2023. New Hampshire Housing reserves the right in its sole discretion to accept or reject late proposals. New Hampshire Housing also reserves the right to issue amendments or changes to this RFP, and to make changes in the proposal submission and selection schedule.

The final scope of work is subject to negotiation between New Hampshire Housing and the chosen consultant and shall include a final written report; it may also include a PowerPoint slide deck and at least one presentation to be made by the consultant. New Hampshire Housing will exercise editorial control over and ownership of all final materials.

## Selection Criteria

The following criteria will be used to assess proposals:

- Quality of written proposal
- Completeness of proposal and responsiveness to RFP requirements
- Project description and approach
- Consultant's prior experience in conducting similar studies and assessments
- Consultant's training, expertise, and professional credentials
- Quality of references
- Reasonableness of cost proposal

## Timeline for Selection Process

Activity	Date
RFP Distribution	August 1, 2023
Proposal Due	September 15, 2023
Interviews	September 25-29, 2023
Consultant Selection	October 6, 2023
Contract Execution	October 13, 2023

## Contact Information

Any questions regarding this RFP should be sent in writing (no phone calls, please) to:

Sarah Wrightsman  
Community Engagement Coordinator  
New Hampshire Housing  
[swrightsman@nhhfa.org](mailto:swrightsman@nhhfa.org)