

## REQUEST FOR PROPOSALS

GRAFTON COUNTY requests proposals from qualified financial consulting companies / consultants to assist with the close out reporting needs of one Microenterprise subrecipient agency that receives Federal Community Development Block Grant (CDBG) funds, awarded and managed by CDFA, to implement a Microenterprise support program in New Hampshire. The selected consultant(s) will assess one nonprofit 'subrecipient' (partner in delivering the CDFA Micro program) to monitor the subrecipient's financial-management and program systems against Federal requirements, and to recommend changes or modifications to those systems to ensure effective, accurate and ongoing financial compliance by subrecipients during Micro program implementation.

The successful respondent will:

Meet with the Micro subrecipient to

- To determine if a subrecipient is carrying out its community development program, and its individual activities, as described in the application for CDBG assistance and the Subrecipient Agreement.
- To determine if a subrecipient is carrying out its activities in a timely manner, in accordance with the schedule included in the Agreement.
- To determine if a subrecipient is charging costs to the project that are eligible under applicable laws and CDBG regulations, and reasonable in light of the services or products delivered.
- To determine if a subrecipient is conducting its activities with adequate control over program and financial performance, and in a way that minimizes opportunities for waste, mismanagement, fraud, and abuse.
- To assess if the subrecipient has a continuing capacity to carry out the approved project, as well as future grants for which it may apply.
- To identify potential problem areas and to assist the subrecipient in complying with applicable laws and regulations.
- To assist subrecipients in resolving compliance problems through discussion, negotiation, and the provision of technical assistance and training.
- To provide adequate follow-up measures to ensure that performance and compliance deficiencies are corrected by subrecipients and not repeated.
- To comply with the Federal monitoring requirements of 24 CFR 570.501(b) and with 2 CFR 200.328 and 200.331, as applicable.

- To determine if any conflicts of interest exist in the operation of the CDBG program, per 24 CFR 570.611.
- To ensure that required records are maintained to demonstrate compliance with applicable regulations.

The successful respondent will also submit a detailed report of any findings, concerns, corrective recommendations, or positive results to CDFA.

The timeframe for this contract is January 15, 2026 through March 31, 2026.

The budget is up to approximately \$10,000 for monitoring of one Micro subrecipient agency. The project is funded, in part or whole, through a Community Development Block Grant funds from the NH Community Development Finance Authority under the provisions of, and subject to the requirements, of Title I of the Housing and Community Development Act of 1974, as amended; and Housing and Economic Recovery Act of 2008 (HERA), as amended; and the CARES Act.

Please submit a proposal including applicant background, related experience, proposed detailed scope of work, and references by close of business on Monday, December 29, 2025. Please also include a draft budget with estimated hourly totals. Send the proposals to: Holly Elsholz, Assistant County Administrator @helsholz@grafftoncountynh.gov.

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

Grafton County 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. The Grafton County Commissioners reserve the right to reject any and all proposals received.