



REQUEST FOR PROFESSIONAL SERVICES – Investment/Grant Writing Services

SUMMARY. The mission of New Jersey Community Capital (NJCC) is to *create vibrant communities through strategic investments and knowledge*. With over \$630MM in community investments and \$95MM in residential development, NJCC is among the nation's leading state-level community development institutions. As New Jersey's largest nonprofit lender, our scale has empowered us to pursue systemic transformation in New Jersey's disinvested communities by aligning four additional lines of business into a comprehensive toolkit, including:

- *Community Assets Preservation Corporation (CAPC)* has emerged as the state's leader of affordable housing development and preservation, with a unique focus in targeting single- to four-family homes with a market-oriented, resident-centered balance of rental versus owner-occupancy uses. Since its inception in 2009, CAPC has emerged as the state's first and only vertically integrated nonprofit real estate company.
- *ReStart*--the nation's first ever mass-mortgage modification initiative--serves as NJCC's mechanism to acquire and modify large pools of nonperforming mortgages in order to: (1) prevent homeowners from facing foreclosure and displacement for owner-occupied sites; and (2) reclaiming vacant sites to prevent neighborhood abandonment & blight.
- *Address Yourself* functions as our joint mortgage pool in partnership with our region's largest credit unions and nonprofit housing counseling agencies to provide LMI families with distinct financial access to a new home combined with high-touch, intensive counseling associated with navigating the home-buying and homeownership process--pre- and post-mortgage. .
- *The Community Strategies* group utilizes tools, research, and expertise to provide program and policy assessment, policy and program strategy development, and support as non-profits and municipalities implement their strategies.

SCOPE OF SERVICES. NJCC has a need for Consultant services to assist in providing investment/grant writing, technical assistance, and related services as assigned. In great part, the Consultant will primarily function as a strategic advisor and offer expert guidance with certain investment/grant applications at NJCC's request and direction. On a limited basis, the Consultant may be asked to research, apply for, or assist with investment/grant applications, or other aspects of investment/grant management upon NJCC's approval. The Consultant may also recommend relevant and viable investment/grant and/or financing resources and/or programs available to meet NJCC's capital needs. In this context, the forms of investment/grant writing are broadly defined to include NJCC's varied income-generating methods, i.e., ranging from debt capital-raising (and the diverse forms of debt capital-raising, e.g., equity investments, program-related investments, etc.) to direct grant support. NJCC has a primary interest in engaging a Consultant with the following background:

- Demonstrated track record with CDFI-specific funding opportunities, in particular, through the following funding agencies and associated programs: CDFI Fund, NeighborWorks, OFN, and other similar funding/financing agencies. This is the absolute priority.
- Preference for prior track record in securing funding from funders/investor types and sectors that have had the most historical impact associated with NJCC's income composition, particularly large to mid-size banks/financial institutions and certain relevant federal and state government agencies (beyond the CDFI Fund).
- Additional preference for experience in engaging new and emerging investment/funding sectors, particularly the growing cohort of socially-responsible investors (SRI). This includes larger, national foundations with grantmaking and SRI activity within their portfolio, such as the Gates, MacArthur, Robert Wood Johnson, Rockefeller, Kellogg, Ford, and Walton Foundations. This also includes capital from alternative sources, such as health care systems, mutual and pension funds, donor-advised funds, religious institutions, and other more unique sectors.

COMPENSATION. The engagement and corresponding payment of the Consultant will be based on a project-by-project basis and/or for any one or more of the activities stated above as authorized in writing by NJCC.

REQUEST FOR PROFESSIONAL SERVICES (RPS) DELIVERABLES. NJCC invites interested and qualified consultants to provide a concise response covering the topic areas below. All files should be Word or PDF format.

- A statement of the lead consultant's qualifications and experience in the following areas: community development finance, investor relations and engagement, grant development and management, and other similar areas. Experience working for and/or with CDFIs is also preferred.
- A statement of your specific track record in securing investment/grant support, in particular, with similar investment/grant types mentioned here and consistent with NJCC's capital-raising frame.
- Three client examples and reference projects & associated success including contact information.
- Resume of the primary consultant (please attach as separate file).
- Clear and accurate pricing proposal based on standard hourly rate, including basis of calculation (particularly if based on blended rate).

NJCC will review and evaluate all proposals based on, at minimum, the following factors: quality, experience, and price. The final submission should be emailed to:

*Elijah Dixon, Development Specialist-Office of External Affairs
New Jersey Community Capital
108 Church Street
New Brunswick, NJ 08901
Email: edixon@njclf.com*

Questions concerning this RFP should be emailed to Mr. Dixon as indicated above. No phone calls please. NJCC is an EEO/AA employer and strongly encourage submissions from minority- and women-owned business enterprises and all other protected classes.