



CHEFA

Connecticut Health & Educational
Facilities Authority

FY 2026 John M. Biancamano CHEFA Client Grant Program

Request for Proposals (RFP) for Letter of Interest (LOI)

RFP for LOI Release Date: **April 21, 2025**

LOI Submission Due: **May 22, 2025, at 4:00 p.m.**

Selected Invitations to Submit Full Application: By **July 10, 2025**

Full Applications Due: **August 14, 2025, at 4:00 p.m.**

Awards Announcement: By **October 31, 2025**

Payment of Grants: By **November 30, 2025**

Grant Period: Date that Financial Assistance Agreement is Fully
Executed through **December 31, 2026**

Contact: Jen Chapman, Grants Program Manager
philanthropy@cheffa.com
Phone: 860-761-8428

INTRODUCTION

The **C**onnecticut **H**ealth and **E**ducational **F**acilities **A**uthority (CHEFA) provides access to tax-exempt financing and other financial assistance to educational institutions, healthcare providers, childcare providers, and other eligible not-for-profit entities.

CHEFA established the John M. Biancamano Client Grant Program to provide CHEFA clients with the opportunity to access funding through competitive grants. No State of Connecticut funds are utilized to support the grant program.

Through this RFP, The Authority is inviting Letters of Interest for the FY 2026 John M. Biancamano Client Grant Program (which funds programs or capital projects/purchases) **from organizations whose mission statement AND the program or capital project/purchase are related** to any of the following focus areas, as determined by CHEFA in its sole discretion:

- Childcare
- Cultural
- Education
- Healthcare
- Human Services & Wellness
- Long-Term Care/Senior Living Facilities

IMPORTANT INFORMATION

1. **CHEFA reserves the right to reject Letters of Interest that are incomplete or incorrect.**
2. **Please Note: CHEFA does not award grants for Basic Human Needs (i.e. food/pantries/soup kitchens; housing/shelter; etc.)**
3. Letters of Interest must be submitted by the deadline date and time or will be considered ineligible. For this reason, we strongly suggest early submission.
4. If you have questions, please call Jen Chapman, Grants Program Manager at 860-761-8428 or email at jchapman@chefa.com.

AWARDS

- Grant requests must range from **\$5,000 up to a maximum of \$75,000**
- For capital projects/purchases acquired or programs effective during the time period of the date the Financial Assistance Agreement is fully executed through December 31, 2026.
- The CHEFA Board of Directors reserves the right to award less than any applicant's requested amount.
- Grant awards are subject to funding availability.

SELECTION CRITERIA

Complete LOI submissions will be reviewed by CHEFA Officers and select organizations will be invited to submit a full application based on a number of

factors including project need, intended impact on the target population, and overall proposal presentation.

Final Grant Applications will be awarded based on criteria that includes, but is not limited to:

- Project need
- Target population impact
- Metrics of Success
- Likelihood of success
- Responsivity (previously Diversity, Equity, and Inclusion)
- Innovation
- Organizational financial and managerial strength

ELIGIBILITY

- Must be a current obligor/borrower of a CHEFA Bond Issuance client.
- Applicant organizations must have current IRS 501(c)(3) tax-exempt designation or be public educational institutions that are constituent units as defined in C.G.S. §10a-1.
- Funding is restricted to CAPITAL PROJECTS/PURCHASES or PROGRAMS within Connecticut.
- If an organization was **AWARDED** a grant in **EACH** of the past three fiscal years (i.e. FY 2023, 2024, 2025) the organization must take one year off from applying, and can thereafter apply in the following fiscal year (i.e. FY 2027).
- Clients will have had an outstanding bond issue with the Authority during the Authority's fiscal year. Only those entities which are substantially in compliance with all the Authority bond documentation for the Client's most recent audited fiscal year and are current in any payment due to the Authority, Trustee, or bondholder will be deemed eligible to participate. CHEFA may make exceptions to the foregoing and reserves the right to determine eligibility in its sole discretion.

WHAT CHEFA WILL NOT FUND

- Annual giving or fundraising for non-specific projects or programs (i.e. annual Giving Day or Holiday appeal letters), or capital campaigns (defined as multi-million dollar, multiple year, brick and mortar campaigns)
- Debt reduction, endowment funding, conferences, trips, or other one-time events
- Religiously sectarian services
- Scholarships (i.e. Pre-K-12, program scholarships, etc.)
- Indirect costs will be funded on a limited basis up to 15% of direct costs.

OTHER REQUIREMENTS

- The award of any funding is subject to the discretion of the CHEFA Board of Directors.
- Only one application will be accepted from any organization. **Only two members of an obligated borrower group may apply for funding in any single round.**
- For a period of five years, the capital purchases obtained with CHEFA grant funds may not be transferred, sold, or disposed of without CHEFA consent, and must remain in Connecticut.
- Applicants must fully disclose all pending mergers and acquisitions, state or federal investigations, litigation and executive management changes to the Authority during the LOI process, application process, and grant period.
- Funds not expended in accordance with the approved budget or any subsequent modification during the grant period must be returned to the Authority.
- **Modification or extension requests must be made via email to CHEFA staff (ichapman@chefa.com) and should not be requested during the final 60 days of the grant period.** CHEFA reserves the right to approve or deny modification requests at its sole discretion.
- Interim and Final project reports will be required of each grantee, the form and substance to be fully described upon award notification.
- The Authority reserves the right to withhold funds or require repayment of funds if it is determined that the project is not meeting the goals, objectives, and timetable stated in the application, or that information provided in the application was false or misleading.
- Grantees will be required to enter into and abide by the terms of a financial assistance agreement.
- The grantee must acknowledge the Authority funding support in all press releases, media interviews, and reports on the funded project/program.
- Demonstrate, with the inclusion of CHEFA funding, the organization's ability to fully fund the proposed project or program within the specified timeframe.
- State of Connecticut Nondiscrimination Requirements: Connecticut General Statutes Sections 4a-60 and 4a-60a require (i) any entity or individual entering into a contract with the state or certain political subdivisions of the state, including quasi-public agencies, to comply with the provisions of these statutes and (ii) the inclusion of the provisions set forth in Connecticut General Statutes Sections 4a-60a(a)(1)-(4), 4a-60(c)(1), 4a-60(a)(1)-(5), and 4a-60a(b)(1) in any such contract. The Financial Assistance Agreement that must be executed in connection with a Grant award will include the provisions required by the above referenced statutes.
- SEEC Notice: The authorized signatory to the Letter of Interest must expressly acknowledge receipt and review of the State Elections Enforcement

Commission's "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" and must agree to inform the applicant's principals of the contents of the notice. The notice is available at:

<https://seec.ct.gov/Portal/data/forms/ContrForms/SEECStateContractorNotice.pdf>

- Campaign Contribution Certification: Connecticut General Statutes Section 9-612(f)(2)(F) requires a principal of a state contractor or prospective state contractor to make the disclosures and certifications set forth on the Campaign Contribution Certification form available at <https://portal.ct.gov/-/media/OPM/Fin-General/OPM-Form1-CampaignContributionCertification-8-18-Final.pdf>. Each applicant must complete and submit the Campaign Contribution Certification form with their Letter of Interest.

HOW TO SUBMIT A LETTER OF INTEREST

Access to the LETTER OF INTEREST (LOI) form is now available at:

<https://www.grantinterface.com/Home/Logon?urlkey=CHEFA>

- CHEFA utilizes the online Foundant Technologies Grant Management System. For optimal utilization please update your browser to the most recent version or utilize Google Chrome or Firefox.
- Auto-generated updates regarding your application will come from The Connecticut Health and Educational Facilities Authority's Grant Management System with the email of administrator@grantinterface.com. Please allow this email in your "Safe Sender" addresses. However, do not reply to administrator@grantinterface.com. Any correspondence or questions must be directed to jchapman@cheffa.com.
- The deadline to submit your LOI is **on May 22, 2025, at 4:00 PM**
- CHEFA reserves the right to reject LOIs that are incomplete or incorrect.
- Do not include cover letters, letters of support, website links/screenshots, press clippings, annual reports, CDs or DVDs or any other materials.
- Please do not email, personally deliver, fax or mail your Letter of Interest; it must be completed online. Hard copies will not be accepted.
- Materials submitted to the Authority are subject to public disclosure under the Connecticut Freedom of Information Act, unless an exception applies, and should not include information prohibited by HIPAA or in violation of other applicable laws or regulations.
- The Staff and Board of Directors reserve the right to request additional information as may be required during the grant program LOI/application and review process. The Authority reserves its sole right to modify these guidelines and the program at any time.