



**CDFA**  
COMMUNITY DEVELOPMENT FINANCE AUTHORITY

# COMMUNITY ECONOMIC DEVELOPMENT CAPACITY BUILDING: RDC OPERATING

## APPLICATION AND PROGRAM GUIDE

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## COMMUNITY DEVELOPMENT FINANCE AUTHORITY

The Community Development Finance Authority (CDFA) is a statewide nonprofit authority focused on maximizing the value and impact of community development, economic development and clean energy initiatives throughout New Hampshire. The organization leverages a variety of financial and technical resources, including the competitive deployment of grant, loan and equity programs.

### CDFA'S VISION & MISSION

CDFA is maximizing the value and impact of community development, economic development and clean energy initiatives throughout New Hampshire.

At CDFA we see a future New Hampshire whose communities are economically and socially resilient, reflect and respect their natural surroundings, and are places where people want to live, work and play.

CDFA invests in the people of New Hampshire by:

- deploying a well-tuned, effective investment system;
- enabling partners to make transformational and sustainable changes; and
- taking an innovative approach to development finance.

## PROGRAM OVERVIEW

The Community Economic Development Capacity Building Program is a subset of CDFA's Tax Credit Program and awards up to \$100,000 annually in resources to strengthen organizations in New Hampshire focused on community economic development.

Grants made to eligible organizations are in the form of tax credit equity and serve as a powerful fundraising tool. Businesses with New Hampshire tax liability support awarded projects by purchasing the credits resulting in the nonprofit receiving a donation and the company receiving a 75 percent New Hampshire state tax credit against that contribution. The credit can be applied against the Business Profits Tax, Business Enterprise Tax or Insurance Premium Tax. The donation may also be eligible for treatment as a state and federal charitable contribution.

CDFA's founding legislation and foundational guidance for the Tax Credit Program can be found in [New Hampshire RSA 162-L](#).

## PROGRAM OBJECTIVES

CDFA seeks to invest in the creation of a resilient, cross-sector ecosystem of regional development partners. A regional community economic development partner would:

- Assist communities to create and advance their economic-development goals and plans.
- Support community economic development projects and initiatives through:
  - o Facilitating, participating and/or partnering in regional community economic development planning;
  - o Technical assistance to municipalities, nonprofits, and other stakeholders to advance specific initiatives, business development activities and community economic development projects;
  - o Small business ecosystem development and delivery or facilitation of direct technical assistance;
  - o Project development and finance structuring; and/or
  - o Direct and co-lending.
- Collaborate with other organizations to increase community economic development capacity to better meet local and regional needs.

The goal of the Community Economic Development Capacity Building Program is to build an efficient, collaborative and responsive community economic development system in New Hampshire.

## ELIGIBILITY

Eligible applicants in 2021 (for State Fiscal Year 2022 tax credits) are the ten (10) existing regional development corporations in New Hampshire.

## PROGRAM GUIDELINES

CDFA will designate up to \$100,000 in available tax credits for RDC Operating Support, with funding divided equally among the 10 existing RDCs: up to \$10,000 gross / \$8,000 net in operating support for State Fiscal Year 2022. Each RDC may submit a proposal for general operating support that will enable continued and improved regional community economic development services in the coming year.

This will be the final year that Tax Credit funds will be offered solely for general RDC operating support. Future potential operating support would be incorporated into future community economic development collaboration initiatives.

## HOW TO APPLY

Applicants will be required to provide the following:

### I. Applicant Information

- Organization name, address, Fiscal Year start and end dates, etc.

### II. Narrative Requirements

- Executive Summary – Provide an overview of your organization's community economic development activities.

### III. Attachments

- List or link to Board of Directors (including affiliation)
- Operating Budget – Current Fiscal Year
- Operating Budget-to-Actual – Previous Fiscal year
- Financial Statements for most recently completed Fiscal Year (provide ONE of the following, listed in order of priority)
  - Audited Financial Statement (required for organization with operating budget >\$1 M)
  - Review Financial Statement (required for organization with operating budget \$500,000 - \$1 M)
  - IRS Form 990 (required if no Audited or Review Financial Statement available)
- Management Prepared Financial Statement for current Fiscal Year-to-Date (Balance Sheet, Profit and Loss, Cash Flow)
- Financial Status Overview (narrative describing organization's financial situation)
- Operating Reserve (Yes/No – If Yes, amount)
- Endowment (Yes/No – If yes, amount)
- Line of Credit (Yes/No – If yes, amount)
- Letters from committed donors
- Include the following attachments ONLY if there has been a CHANGE since July 1, 2020:
  - Articles of Incorporation
  - Bylaws
  - IRS Determination Letter
- Other Attachments – Applicant may upload any other relevant documents not listed in other sections.

Applications must be submitted by **4:00 PM on April 19, 2021** through our online Grants Management System [www.nhcdfragrants.org](http://www.nhcdfragrants.org). Hard copy or emailed applications will not be accepted.

Information on using CDFA's Grants Management System can be found in Appendices A and B of this document.

## KEY DATES

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Applicants should note the following dates and deadlines as they relate to the 2021 Tax Credit Round.

### Application Workshops

CDFA conducts application writing workshops for organizations interested in applying for or learning more about its Tax Credit Programs. 2020 Tax Credit Round workshops will be held virtually on the following dates:

- January 13 & 19, 2021: Tax Credit and L5 Capacity Building Program Overview Workshops
- January 14 & 20, 2021: Tax Credit and L5 Capacity Building Program Application Writing Workshops

### Online Application Available

Applications will be available on CDFA's Grants Management System (GMS) no later than January 21, 2021.

### Application Deadline

Applications for RDC Operating Support are due **Monday, April 19, 2021 by 4:00 PM**.

### Award Announcement

CDFA will notify RDCs the week of June 7, 2021 regarding funding decisions on operating support. All award recipients are invited to attend a press conference announcing the funded projects (specific date to be announced).

### Tax Credit 101 Workshop

Tax Credit award recipients are required to attend the Tax Credit 101 Workshop on the week of June 21, 2021. The workshop will inform awardees about program logistics, resources, as well as helpful information for crafting a successful tax credit fundraising campaign.

## EVALUATION

All applicants undergo a substantial programmatic and financial review. Among other requirements, applicants must provide a public benefit and demonstrate that similar funding was not otherwise available.

The first step in the review process is to review the Threshold requirements. Then reviewers will complete a desk review of the application and a comprehensive underwriting of the applicant.

Recommendations for funding will be based upon an overview of the RDC's community economic development activities and organizational and financial capacity. Recommendations for funding will be made to CDFA's Investment Review Committee and CDFA's Board of Directors.

## ADMINISTRATION

### Network Engagement

Recipients may be asked to meet with CDFA staff and other Grantees to discuss the project and help to create a library of community economic development capacity building best practices.

### Reporting Requirements

Recipients will be required to report on the outcomes of the investment.

### Conditions of Default

It is at the sole discretion of CDFA to automatically eliminate an applicant from consideration if there are existing or prior conditions of default in any agreements between CDFA and the applicant.

### Other Conditions

Successful applicants will be required to execute a grant agreement with CDFA. Certain additional information may be required to satisfy CDFA that applicant is eligible under RSA 162-L.

## APPENDIX A: HOW TO REGISTER ON CDFA'S GRANTS MANAGEMENT SYSTEM

These instructions are designed to help guide you through the registration process for CDFA's online grants management system (GMS) at [www.nhcdfragrants.org](http://www.nhcdfragrants.org). If you encounter any problems, please do not hesitate to contact CDFA at 603-226-2170.

- 1) Go to [www.nhcdfragrants.org](http://www.nhcdfragrants.org).
- 2) Click on **Register Here**.
- 3) Complete the form. This will become your personal profile information and includes your contact information as well as information about your organization. Your profile will be used for all grant communication, so make sure it is accurate and up-to-date.
- 4) Fields with a red star (\*) are required, and must be completed or you will not be able to submit your registration.
- 5) Once complete, click the Register link at the top of the form.
- 6) CDFA will be notified of your registration and will review and approve within two business days. You will then receive an email from GMS with your user ID and password. You can change your password after you log in, under the My Profile on the main menu page.
- 7) Note: All individuals working on an application in GMS must register. If your organization hires a grant writer, they must register as well, under their business. They must submit a GMS authorization form to be associated with the applicant organization. This form can be found in the Funding Opportunity under attachments.

### Application Instructions

- 1) Once you are registered, login to GMS.
- 2) Click on **Funding Opportunities**.
- 3) Select the appropriate funding opportunity from the **Opportunity Title** column.
- 4) Click on **Start a New Application**.
- 5) Fill in the General Information and click **Save**.
- 6) When you have finished all the components, click **Submit**.

## APPENDIX B: TIPS FOR USING CDFA'S GRANTS MANAGEMENT SYSTEM

These tips are designed to help guide you while using CDFA's online grants management system (GMS) at [www.nhcdfragrants.org](http://www.nhcdfragrants.org). If you encounter any problems, please do not hesitate to contact CDFA at 603-226-2170.

- 1) The best browsers to use are Mozilla Firefox or Google Chrome.
- 2) To edit a component, click "edit" near the top of the form. Fields and text boxes will open for you to answer the question(s). Be sure to click on Save after answering questions.
- 3) You can copy and paste from a Word document to a question in GMS. Use the "Paste from Word" feature in each text box banner to avoid copying hidden characters.
- 4) To add a required document, click on the green plus sign to the right of the document. You will then be prompted to browse and attach a file.
- 5) Only attach .pdf or .jpeg documents. If you do not have Adobe software you can use cutewriter to pdf any document. You can download cutewriter software at [www.cutepdf.com](http://www.cutepdf.com).
- 6) If you mark a component complete you can still edit that component until the application is submitted, however, you cannot submit your application until all components are marked complete.
- 7) Once you click submit your application will be submitted for review and is only accessible through negotiation. If there is information missing or that needs to be corrected, the respective component(s) will be negotiated back to you for correction.
- 8) After the corrections are made, you must submit the component(s) back to CDFA for review.
- 9) If multiple questions in one component are required fields, you can save the component without answering all of the questions by adding at least one (1) character to each of the required boxes and save. Remember to return and answer these questions before the application is submitted.
- 10) Be sure to "Save" early and often.
- 11) The system will "time out" after three (3) hours of inactivity.
- 12) If you click the back button before you click save your information will be lost.
- 13) Before submitting your application, we recommend that you preview your application, print to pdf and save it to your computer.