AGENDA

Welcome and Introductions

Overview of CDFA

Community Development Block Grant Program Overview
  ◦ Eligible Activities
  ◦ Thresholds
  ◦ Evaluation and Scoring Criteria

Questions
OVERVIEW OF CDFA
MISSION
Maximizing the value and impact of community development, economic development and clean energy initiatives throughout New Hampshire.

VISION
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.

VALUES
Integrity
Collaboration
Adaptability
Respect
Focus
Prosperity
RESOURCES

- GRANTS
- LOANS
- TAX CREDIT EQUITY

TECHNICAL ASSISTANCE
CDFA’s ECOSYSTEM

- Pre-Application Support
- Ideas 2 Innovation (i2i) Program
- L5 Capacity Building Program

- CDBG Planning Grants
- Predevelopment Loan Program
- Energy Audit Program

- Community Dev. Block Grants
- Tax Credits
- Clean Energy Fund
- Community Development Fund

ENGAGEMENT
- Network Building
- Asset Management
- Data & Outcome Analysis
- Ongoing Technical Assistance
RESPONDING TO NEW CHALLENGES

2022 Community Development Block Grant Priorities:

- Increase the funds and capacity for communities to develop and implement high-priority activities and community economic development projects
- Provide additional resources for the development of affordable housing
- Create structures that support long-term community economic development impacts
- Reduce the regulatory burden on communities seeking access to resources by streamlining state and federal program policies and administration requirements
CDBG PROGRAM OVERVIEW
INVESTING IN NEW HAMPSHIRE COMMUNITIES

RESOURCES AVAILABLE

HOW TO INVEST
Community Development Block Grant (CDBG)

CDFA administers the State of New Hampshire’s annual federal allocation of Community Development Block Grant funds for eligible municipalities. The primary objective of the program is the development of viable communities by improving economic opportunities and meeting community revitalization needs, particularly for persons of low and moderate income.

CDFA directly awards Community Development Block Grant resources to New Hampshire’s cities, towns, and counties, which often sub-grant the money to a nonprofit agency or other entity conducting the work. Funding for the Community Development Block Grant program is provided to New Hampshire through the U.S. Department of Housing and Urban Development.

New Hampshire’s CDBG program focuses on funding projects in the following areas:

- **Public Facilities Grants**
  Help finance water and sewer system improvements, transitional and homeless shelters, municipal infrastructure, handicapped access, and neighborhood or community centers that provide public services to low- and moderate-income people.

- **Housing Grants**
  Support affordable housing and housing rehabilitation efforts that benefit low- and moderate-income homeowners and tenants.

- **Economic Development Grants and Loans**
  Create jobs in your community that provide good wages, benefits, and training programs. Funds can also be used for acquisition of land and buildings, construction of commercial buildings, purchase of machinery and equipment, employee training, and public facilities improvements.

- **Microenterprise Grants**
  The Microenterprise Program helps foster economic development by supporting organizations that provide a full range of entrepreneurial training and technical assistance services to low- and moderate-income micro-business owners and start-ups (those with fewer than five employees).

- **Planning Grants**
  Up to $25,000 to support planning and feasibility related activities to determine whether a proposed project is viable. Municipalities can apply for funding to conduct activities like income surveys, preliminary architectural and engineering design, cost estimates and market analysis.

Additional information on the eligible activities and how to apply for funds can be accessed in the Application Section.
PROGRAM OBJECTIVES

Develop viable communities

Provide decent housing and a suitable living environment

Expand economic opportunities, principally for persons of low and moderate income
ELIGIBLE APPLICANTS

Eligible
- All NH counties
- NH cities and towns

Ineligible (entitlement communities)
- Manchester
- Nashua
- Portsmouth
- Rochester
- Dover
FUNDING BREAKDOWN

National
- State Programs: 30%
- Entitlement Programs: 70%

New Hampshire
- CDFA: 77%
- Entitlement Communities: 23%
DIVISION OF NH ALLOCATION

- Housing: 30%
- Economic Development: 30%
- Public Facilities: 30%
- Planning: 3%
- Emergency: 5%
- TA & Admin: 2%
FLOW OF FUNDING
FUNDING OPPORTUNITIES & COMMUNITY LIMITS

Housing Grants: $500,000

Public Facilities Grants: $500,00

Economic Development Grants: $500,000

Planning Grants: $25,000 – $100,000

Emergency Grants $350,000 to $500,000
PROGRAM DEADLINES

Planning, Emergency and Economic Development
Applications are accepted on a rolling basis from July 1, 2022, to June 30, 2023
Open submission until funds are expended

Housing and Public Facilities
Round 1: Applications due the last Monday in July (deadline passed for 2022)
Round 2: Applications are due the last Monday in January – Monday, January 30, 2022, at 4:00 PM
WRITING & ADMINISTERING YOUR GRANT

**CDBG Grant Writer:** Hired to help write and submit the grant application, complete all threshold requirements

**CDBG Grant Administer:** Hired after grant is awarded to assist with compliance

- Municipality
- Consultant
- Regional Planning Commission
- Housing Authority (if not recipient)
GRANT PROCESS OVERVIEW

1. Pre-Application Meeting with CDFA
2. Municipality Submits Application on Grants Management System
3. CDFA Staff Review & Recommendations
4. CDAC, BOD Review & Approval
5. CDFA Staff Drafts Contract, Sends to Grantee
6. Grantee Reviews & Signs Contract, Returns to CDFA
7. CDFA Submits Contract to Attorney General
8. Post-Award Meeting with CDFA, Grant Administrator & Project
9. Contract Submitted to Administrative Services
10. Governor & Executive Council Approval
11. Contract Delivered to Secretary of State for Final Signature
12. Funds Made Available

Funds Made Available
CDBG PROGRAM ELIGIBILITY
NATIONAL OBJECTIVES

LMI
- Area Benefit
- Limited Clientele
- Housing
- Jobs

SLUM/BLIGHT
- Area Basis
- Spot Basis

URGENT NEED
AREA BENEFIT

“Area” defined a number of ways

Activity benefits all residents of an area, where at least 51% are LMI

Area must be primarily residential and activity must meet needs of LMI persons

Determine eligibility with HUD data, Census data, or valid income survey
LIMITED CLIENTELE

Use of limited clientele requires project or activity is exclusively benefiting designated limited clientele

Determine eligibility by qualifying via:
- HUD Presumed Groups
- Income determination

Income eligibility requirements limit activity to exclusively low- and moderate-income

Or Be of such Nature and location

 HUD Presumed Groups include:
- Abused Children
- Elderly Persons
- Battered Spouses
- Homeless Persons
- Severely Disabled Adults
- Illiterate Adults
- Persons with AIDS
- Migrant Farm Workers
HOUSING

Rehabilitation of *permanent* residential structures to be occupied by low- and moderate-income households

Rents must be affordable

Construction of new housing is not typically eligible
JOB CREATION OR RETENTION

Using CDBG to help create or retain jobs held or made available to low- and moderate-income persons

May only be used on CDBG economic development projects

Counts all jobs created or retained as a result of economic development project

At least 60% of jobs created or retained must be LMI
ELIGIBLE ACTIVITIES
PLANNING GRANTS

*Determine whether a proposed project is viable and bring it to “shovel readiness.”*

Eligible activities may include:
- Income surveys
- Preliminary (and advanced) architectural and engineering design
- Cost estimates
- Market analysis
- Energy Audits and recommendations
HOUSING

Provide or improve permanent residential structures to be occupied by low- and moderate-income households.

Eligible activities may include:
- Acquisition/rehabilitation
- Elderly / ADA access
- New construction in a designated area ONLY through a CBDO

Conditions include:
- Long-term affordability
- Rent restrictions
- Housing Quality Standards
- Per-unit costs
PUBLIC FACILITIES

Support community development projects that primarily benefit low- and moderate-income persons or households.

Eligible activities may include:
- Water and Sewer (where there is a violation or threat to health and public welfare)
- Public Services (Facilities)
- Public Property
ECONOMIC DEVELOPMENT

*Expand economic opportunities for low- and moderate-income individuals.*

Eligible activities may include:
- Purchase of equipment (for-profit only)
- Working capital
- Acquisition, construction or rehab of commercial buildings
- Acquisition of land
- Employee training
- Public facility improvements
- Capacity building
- Technical assistance to microbusinesses

All projects MUST result in job creation and/or job retention for low- and moderate-income residents.
INELIGIBLE ACTIVITIES

General expense of conducting government
Construction of government buildings
Political activities
New housing construction (unless through a federally recognized CBDO and in a municipally designated area).
Expense of operating and maintaining public facilities
Purchases of personal property
THRESHOLDS
MUNICIPAL THRESHOLDS

✓ Public Notice
✓ Public Hearing
✓ Housing & Community Development Plan
✓ Residential Anti-displacement and Relocation Assistance Plan
APPLICATION THRESHOLDS

✓ Complete application – *Unique Entity Identifier now required instead of DUNS #*
✓ Conformance to federal, state and program rules and regulations
✓ Readiness criteria
✓ Grantee capacity assessment
✓ Grantee / sub recipient financial review
✓ Compliance plan
✓ Energy policy
# COMPLIANCE PLAN

## National Objective & Eligible Activity
- **National Objective:** Low to Moderate Income Persons
- **Eligible Activity:** 0301 Acquisition of Real Properties

## Grants Requirements
- Citizen Participation: Project had required public hearing prior to application submission with proper notice, Public is sufficiently informed.
- APF4: Posters and brochures are available at Municipal Office.
- EEO: Posters are displayed in Municipal Office.
- CDF: No conflicts.
- Project Signage: A sign on site CDFA will be on it.
- Contract Requirements: Money or the benefits of, will be sub-granted by the municipality to the Subrecipient for project implementation. A CDF loan administrator will be procured to administer the project on behalf of the Grantee.

## Environmental Review
- Responsible Entity: [Name]
- Completing Environmental Review: Project Engineer or Environmental Engineer.
- Type of Environmental Review: Assessment
- Floodplain: No (Floodplain Map in Attachments)
- CDFA Sign-off: Yes
- Exempt Amount: $25,000, Administration

## Financial Management
- Financial Management Plan: To be completed and uploaded in OMS, along with financial responsibilities from other projects as needed.
- Claims will be for invoices for activities completed.
- Program Income: There is no planned program income from this project.
- Audit: Municipality may need a single audit.

## Procurement
- Possible RFP for Environmental Engineer
CDFA CLEAN ENERGY PROGRAMS

Energy Audit Grants

Clean Energy Financing

*Plus* Technical Assistance
COMMUNITY FACILITIES ENERGY ASSESSMENT & TA PROGRAM GRANTS

Covers 75% of costs of:

• Energy Assessment/ Energy Charrette
• Engineering Analysis
• Capital Needs Assessment
• Other Community Facilities Studies

Supports eligible non-profits & municipalities
Up to $6,000
CDFA ENERGY POLICY 2023

Intent: Projects evaluate energy opportunities:
   1) Operating and maintenance costs;
   2) Occupant comfort and health;
   3) Facility durability.

Timeline: Application Threshold Requirement

Project Types: Alterations, New Construction

Exceptions: Will be considered via Waiver Request Form
## ENERGY POLICY Continued

<table>
<thead>
<tr>
<th>Alterations or New Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Level II Energy Audit or Energy Design Charrette</strong></td>
</tr>
<tr>
<td>if project impacts any energy-related building system</td>
</tr>
<tr>
<td><strong>Timeframe</strong>: Application threshold</td>
</tr>
<tr>
<td><strong>Documented consultation with appropriate utilities for incentives</strong></td>
</tr>
<tr>
<td><strong>Timeframe</strong>: Application threshold</td>
</tr>
<tr>
<td>Implementation must meet Current NH State Energy Code</td>
</tr>
<tr>
<td><strong>Recommendations</strong> (may improve scoring or likelihood of full award)</td>
</tr>
<tr>
<td>Project incorporates reasonable recommendations from <em>Energy Audit</em> that exceed current NH State Energy Code</td>
</tr>
<tr>
<td>High performance construction (LEED, Energy Star, Passive House, or Net Zero)</td>
</tr>
<tr>
<td><strong>Commissioning</strong> of any new energy system</td>
</tr>
<tr>
<td><strong>Building Electrification</strong></td>
</tr>
<tr>
<td>Installation of Solar Photovoltaics</td>
</tr>
</tbody>
</table>
## ENERGY POLICY Continued

<table>
<thead>
<tr>
<th>Water/Wastewater Projects</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Energy Audit</strong></td>
<td></td>
</tr>
<tr>
<td>Timeframe: Application threshold</td>
<td></td>
</tr>
<tr>
<td><strong>Consultation with appropriate utilities for implementation incentives</strong></td>
<td></td>
</tr>
<tr>
<td>Timeframe: Application threshold</td>
<td></td>
</tr>
<tr>
<td>Utility</td>
<td>Good First Contact</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Eversource</td>
<td>Mark Toussaint</td>
</tr>
<tr>
<td>Liberty</td>
<td>Bob Reals</td>
</tr>
<tr>
<td>NHEC</td>
<td>Joe Lajewski</td>
</tr>
<tr>
<td>Unitil</td>
<td>Joe Van Gombos</td>
</tr>
</tbody>
</table>
NEXT STEPS

1) Review the CDFA Energy Policy
2) Contact your utility
3) Apply for a CDFA Energy Assessment Grant
4) If needed, submit a Waiver Request Form
5) Contact Scott Maslansky with questions
INFLATION REDUCTION ACT OPPORTUNITIES

1) Renewable Energy – Non-profits will be able to directly receive the 30% ‘Tax Credit’ (i.e. 30% credit toward solar installation) – possibly 40%-50% if certain Low-income thresholds!

2) Energy Efficiency benefit

3) Other resources
Contact us early in your project development

Scott Maslansky
Director of Clean Energy Finance
Community Development Finance Authority
(603)717-9123
smaslansky@nhcdfa.org
www.nhcdfa.org
EVALUATION AND SCORING
EVALUATION CRITERIA

✓ Does project meet a CDBG National Objective?

✓ Is the project an Eligible Activity?

✓ Does the Applicant and sub applicant have the capacity to carry out grant?

✓ Are there enough committed resources to complete the project?

✓ Are all specific program area requirements met?
<table>
<thead>
<tr>
<th>Community Indicator</th>
<th>Geography</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASIC HUMAN NEEDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Stamp Program (SNAP) enrollment</td>
<td>Municipality</td>
<td>Poverty</td>
</tr>
<tr>
<td>Free- and reduced-price school meal program enrollment</td>
<td>Municipality</td>
<td>Poverty</td>
</tr>
<tr>
<td>Percent of household median income needed for rent</td>
<td>County</td>
<td>Housing Affordability</td>
</tr>
<tr>
<td>Access to primary care physicians</td>
<td>County</td>
<td>Access to Health Care</td>
</tr>
<tr>
<td>Percent of population uninsured</td>
<td>County</td>
<td>Access to Health Care</td>
</tr>
<tr>
<td>Median age</td>
<td>Municipality</td>
<td>Population Composition</td>
</tr>
<tr>
<td>Percent of population over age 65</td>
<td>Municipality</td>
<td>Population Composition</td>
</tr>
<tr>
<td><strong>ACCESS to OPPORTUNITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxable property value per capita</td>
<td>Municipality</td>
<td>Municipal Fiscal Capacity</td>
</tr>
<tr>
<td>Weekly wage of jobs</td>
<td>County</td>
<td>Local Economy</td>
</tr>
<tr>
<td>Change in annual average employment</td>
<td>County</td>
<td>Local Economy</td>
</tr>
<tr>
<td>Median household income above/at/below state median</td>
<td>County</td>
<td>Local Economy</td>
</tr>
<tr>
<td>Income tax returns with &gt;$100,000 in reported AGI</td>
<td>Municipality</td>
<td>Income</td>
</tr>
<tr>
<td><strong>COMMUNITY SUSTAINABILITY &amp; VIBRANCY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent municipal population growth, 2010 to 2018</td>
<td>Municipality</td>
<td>Population Change</td>
</tr>
</tbody>
</table>
## 2022 Sample

### CDFA Community Progress Indicators - 2022

<table>
<thead>
<tr>
<th>CATEGORY:</th>
<th>Basic Human Needs</th>
<th>Access to Opportunity</th>
<th>Community Sustainability &amp; Vibrancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDICATOR:</td>
<td>SNAP enrollment</td>
<td>Free/reduced price school meal program</td>
<td>Rental housing cost burden</td>
</tr>
<tr>
<td>GEOGRAPHY:</td>
<td>Muni</td>
<td>Muni</td>
<td>County</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Municipality</th>
<th>County</th>
<th>April 1, 2020 Population</th>
<th>% enrolled in SNAP</th>
<th>% of students receiving FRPL</th>
<th>% of household income needed for rent (50% of income - 100% in figures below)</th>
<th>PCPs per 1,000 people</th>
<th>% of pop. without health insurance</th>
<th>Median Age</th>
<th>% above/below state average</th>
<th>% of State Median</th>
<th>Weekly Wage ($ per person)</th>
<th>Percentage change from 2019-2020</th>
<th>Statistically Significant Above/Below/Indistinguishable From State Median</th>
<th>% of Tax returns &gt;$100K AGI</th>
<th>% pop. change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alton</td>
<td>Belknap</td>
<td>5,894</td>
<td>3.4%</td>
<td>21.7%</td>
<td>120%</td>
<td>0.55</td>
<td>6.65%</td>
<td>45.2</td>
<td>3.4</td>
<td>257%</td>
<td>$490.83</td>
<td>-8.26%</td>
<td>0</td>
<td>24%</td>
<td>12.3%</td>
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<tr>
<td>Barnstead</td>
<td>Belknap</td>
<td>4,915</td>
<td>3.8%</td>
<td>25.9%</td>
<td>120%</td>
<td>0.55</td>
<td>6.65%</td>
<td>39.9</td>
<td>-2.9</td>
<td>98%</td>
<td>$490.83</td>
<td>-8.26%</td>
<td>0</td>
<td>17%</td>
<td>7.0%</td>
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<tr>
<td>Belmont</td>
<td>Belknap</td>
<td>7,314</td>
<td>6.9%</td>
<td>28.0%</td>
<td>120%</td>
<td>0.55</td>
<td>6.65%</td>
<td>42.1</td>
<td>0.0</td>
<td>82%</td>
<td>$490.83</td>
<td>-8.26%</td>
<td>0</td>
<td>15%</td>
<td>-0.8%</td>
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<tr>
<td>Center Harbor</td>
<td>Belknap</td>
<td>1,040</td>
<td>2.2%</td>
<td>12.8%</td>
<td>120%</td>
<td>0.55</td>
<td>6.65%</td>
<td>49.9</td>
<td>7.3</td>
<td>383%</td>
<td>$490.83</td>
<td>-8.26%</td>
<td>0</td>
<td>31%</td>
<td>-5.1%</td>
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<tr>
<td>Gilford</td>
<td>Belknap</td>
<td>7,099</td>
<td>3.1%</td>
<td>15.2%</td>
<td>120%</td>
<td>0.55</td>
<td>6.65%</td>
<td>47.9</td>
<td>5.6</td>
<td>208%</td>
<td>$490.83</td>
<td>-8.26%</td>
<td>0</td>
<td>26%</td>
<td>8.0%</td>
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</tbody>
</table>
# SCORING CRITERIA: HOUSING

<table>
<thead>
<tr>
<th>Application Scoring</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Needs, as measured by the Community Progress Index</td>
<td>70</td>
</tr>
<tr>
<td><strong>Project Specific Needs</strong></td>
<td></td>
</tr>
<tr>
<td>Need and Impact</td>
<td>40</td>
</tr>
<tr>
<td>Long-term benefit</td>
<td>10</td>
</tr>
<tr>
<td><strong>Housing Needs</strong></td>
<td>40</td>
</tr>
<tr>
<td><em>1 of the following 3 categories will be used depending on the project type</em></td>
<td></td>
</tr>
<tr>
<td>1. Town/county median rent compared to state median and High opportunity Community (new rental new construction only)</td>
<td></td>
</tr>
<tr>
<td>OR 2. Severe cost burden in community (rehab only)</td>
<td>20</td>
</tr>
<tr>
<td>OR 3. High opportunity community and opportunity community (new homeownership new construction only)</td>
<td></td>
</tr>
<tr>
<td>Cost burden in community (all projects)</td>
<td>20</td>
</tr>
<tr>
<td><strong>Capacity</strong></td>
<td>30</td>
</tr>
<tr>
<td>Readiness for implementation</td>
<td>20</td>
</tr>
<tr>
<td>Leverage/match</td>
<td>5</td>
</tr>
<tr>
<td>Energy use</td>
<td>5</td>
</tr>
<tr>
<td><strong>Bonus:</strong> Received AHAB Accreditation, resident engagement and centers and neighborhoods</td>
<td>10</td>
</tr>
<tr>
<td><strong>Maximum TOTAL Score</strong></td>
<td>200</td>
</tr>
</tbody>
</table>
## SCORING CRITERIA: PUBLIC FACILITIES

<table>
<thead>
<tr>
<th>Application Scoring</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Needs, as measured by the Community Progress Index</td>
<td>70</td>
</tr>
<tr>
<td>Community Benefit</td>
<td>50</td>
</tr>
<tr>
<td>Needs Assessment and Impact</td>
<td>40</td>
</tr>
<tr>
<td>Long-term Benefit</td>
<td>10</td>
</tr>
<tr>
<td>Community Support</td>
<td>40</td>
</tr>
<tr>
<td>Priority Project</td>
<td>20</td>
</tr>
<tr>
<td>Multiple-impact Project</td>
<td>10</td>
</tr>
<tr>
<td>Location and site</td>
<td>5</td>
</tr>
<tr>
<td>Community buy in</td>
<td>5</td>
</tr>
<tr>
<td>Capacity</td>
<td>30</td>
</tr>
<tr>
<td>Readiness for Implementation</td>
<td>20</td>
</tr>
<tr>
<td>Leverage/matching funds</td>
<td>5</td>
</tr>
<tr>
<td>Energy use</td>
<td>5</td>
</tr>
<tr>
<td><strong>Bonus: Community connections</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td><strong>Maximum TOTAL Score</strong></td>
<td><strong>200</strong></td>
</tr>
</tbody>
</table>
SCORING CRITERIA: ECONOMIC DEVELOPMENT

Capability of subrecipient to deploy/administer business loans

Public Benefit
• Core Data Index
• Other economic factors
• Employee Benefits

Business Benefit (in one of three categories)
◦ Business loans
◦ Public Infrastructure to support ED projects
◦ Nonprofit ED projects
SCORING CRITERIA: PLANNING

Core Data Index (6 points)
Potential low- and moderate-income beneficiaries (2 points)
Strong connection to regional or municipal plan (2 points)
Long-term benefit (2 points)
Committed funds (2 points)
Previous CDBG grants (2 points)
Innovation (2 points)
Implementation (2 points)
Addressing high priority needs (2 points)
Need for study and implementation project (3 points)
SCORING CRITERIA: EMERGENCY

Projects must be able to demonstrate that stated emergency occurred within the past 18 months in addition to meeting minimum threshold requirements as outlined within the applicable program category.

Projects that meet those requirements will be reviewed and scored based upon the scoring criteria outlined the project’s applicable program category above.
SCORING TIMELINE: HOUSING & PUBLIC FACILITIES

Monday, January 30, 2023: Applications submitted by 4:00 PM

February - April: Application Review and Scoring
- Thresholds
- Evaluation & Pre-Score
- Site Visits
- Final Scoring

April 2023: Recommendations to Community Development Advisory Committee
Grants Management System

The Grants Management System (https://www.nhcdflgrants.org) is designed to help CDFA and grantees organize and manage grant-related information at all stages of the process—from application through implementation and project completion. All users must register (https://www.nhcdflgrants.org/register.jsp) and login to gain access to the Grants Management System.

Using COFA’s Grants Management System

Below please find tips and step-by-step guides to help you navigate the various ways you will engage with the Grants Management System throughout your project. Additionally, a comprehensive online help link can be found on every Grants Management System page and is available 24-hours a day, seven days a week.

If you have additional questions that cannot be answered using the below guides and online help, please reach out to CDFA. We are available to assist Monday through Friday from 8:30 AM to 4:30 PM at 633-325-2170 or email Jacqueline Matthews jmathews@nhcdfl.org.

- COFA Grants Management System Update – Informational Video
- Tips for Using GMS
- How to Register for COFA’s Grants Management System
- COFA Grants Management System Access Form
- Applying for Funding on COFA’s Grants Management System
- Completing an Application and Steps to Update an Application in Correcting Status
- Accessing your Grant on COFA’s Grants Management System
- Signing Contracts Electronically in COFA’s Grant Management System
- Submitting a Claim on COFA’s Grants Management System
- Submitting a Status Report on COFA’s Grants Management System
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