



COMMUNITY CENTER INVESTMENT PROGRAM

IMPLEMENTATION AND COMPLIANCE GUIDE

For additional program details or questions contact:
Community Development Finance Authority
Tel: 603-226-2170
www.nhcdfa.org

Table of Contents

Documentation	3
Environmental Review.....	6
Status Report	8
Procurement for Grants	9
Claims	14
Financial Management	17
Closeout and Reporting	19

Community Center Investment Program Implementation and Compliance Guidelines

CCIP funds were distributed as a 'Grant' or as a 'Loan.'

CCIP Loans do not have as many rules and regulations as Grant do. Grants require additional procurement requirements; some additional documents and they require annual reporting indefinitely.

Loans and Grants both Require (Chapters Included):

CCIP Documentation (Listing of documents, plans, policies, etc. required to be uploaded)

Environmental Documentation (CCIP Environmental Form required, if applicable some projects may require more as determined by answers to the CCIP Environmental Form)

Status Reporting (Quarterly Reports are Required until Close-out)

Procurement Documentation for Grants (not required for loans)

Claim Submission (request for CCIP funds)

Financial Management (CCIP funds receipt and expenditure tracking)

Closeout Report (submit at project completion), including annual reporting requirements for Grants

Documentation

Awardee Uploaded Documentation

Any documents not specified below.

Awardee Uploaded Monitoring Checklist Documentation

NH Secretary of State

Look up here: <https://quickstart.sos.nh.gov/online/BusinessInquire>

To assure you are in Good Standing. Create a pdf and attach.

Debarment Status via Excluded Parties List System

Look up here: <https://sam.gov/search>

To assure you are not debarred from receiving federal funds. Create a pdf and attach.

Desk Review Questionnaire

CDFA will send each Awardee a Questionnaire that will assist CDFA in determining the risk level of each project. The [User Guide](#) provides instruction on completing the Questionnaire.

ADA Acknowledgement and Design Confirmation

New construction or renovations to facilities must be readily accessible to and usable by individuals with disabilities.

New construction:

Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities.

Exception for structural impracticability.

Alterations:

Each facility or part of a facility altered by, on behalf of, or for the use of the public in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities.

Code of Ethics

The Awardee must have a code of ethical conduct for public officials, Board Members, Directors, employees and/or affected contractors.

Conflict of Interest

Awardees must have a code of conduct that requires the utmost good faith in all transactions, and they shall not use their positions, or knowledge gained there from, for their personal benefit. The interests of the organization must have priority in all decisions and actions.

Procurement Policy

The Awardee must have a written Procurement Policy that requires adequate record keeping and procurement decisions rationale.

Please note that CCIP Grants must follow procurement as outlined in the Section: Procurement Guidelines for Grants.

Financial Management Plan

Except where inconsistent with federal requirements, state procedures and practices will apply to CCIP funds disbursed by the Community Development Finance Authority (CDFA). The Awardee's procedures and practices will apply to funds disbursed by Awardees. Records of all project financial transactions will be maintained in the GMS Financial Section, as well as the matching funds financial transactions. CCIP funds will be for actual expenses and will be disbursed promptly.

Internal Controls Policy

The Awardee must maintain a system of internal controls that include both administrative controls and accounting controls to comply with Community Center Investment Program requirements. The objective of the internal controls system is to provide reasonable assurance that resources are being used and accounted for appropriately.

Organization Chart

The Awardees Organizational Positions Chart.

Certificate of Authority

Document to designate person who is duly authorized to enter contracts or agreements on behalf of Awardee with NH Community Development Finance Authority, and all other organizations and businesses, and further is authorized to execute any documents which may in his/her judgement be desirable or necessary to affect the purpose of participation in the Community Center Investment Program.

Record Retention Policy

All CCIP related documents must be maintained for at least 7 years. Access to all CCIP related documents must be permitted to NH Community Development Financial Authority, and the State of NH.

Federal Interest in Real Property Acknowledgement for CCIP Grant Projects

Federal interest is a property right which secures the right of the agency awarding federal funds, Community Center Investment Program, to recover the current fair market value of its percentage of participation in the cost of the facility in the event the facility is no longer used for the CCIP purposes by the awardee or upon the disposition of the property. When an awardee uses CCIP funds to purchase, construct or renovate a facility, it creates a federal interest. The federal interest includes any portion of the cost of purchase, construction, or renovation contributed by or for the awardee to satisfy a matching requirement.

Federal Interest in Equipment Acknowledgement for CCIP Grant Projects

Federal interest is a property right which secures the right of the agency awarding federal funds, Community Center Investment Program, to recover the current fair market value of its percentage of participation in the cost of the equipment in the event the facility is no longer used for the CCIP purposes by the awardee or upon the disposition of the equipment. When an awardee uses CCIP funds to purchase equipment it creates a federal interest. The federal interest includes any portion of the cost of equipment contributed by or for the awardee to satisfy a matching requirement. Equipment has a useful life of at least 5 years.

Implementation Plan

The current plan for project milestones and anticipated dates to achieve those milestones.

Environmental Review

Applicable to Both Grants and Loans (All Projects Funded by CCIP)

In addition to the requirement to adhere to all State and Local Codes, projects are required to obtain all Federal/State and Local Permits that are required for your project as applicable. All CCIP grantees are required to comply with some federal environment laws and regulations. The Clean Air Act and Federal Water Pollution Control Act apply.

Construction Contracts must contain the Clean Air and Federal Water Pollution Control language (as noted below)

GRANTEE RESPONSIBILITIES

Assure any construction will meet applicable codes.

Obtain all applicable permits.

Develop Environmental Review Record (ERR)

Fill Out and Sign CCIP Environmental Form, addressing any applicable items.

[Click here for form](#)

Include the Clean Air and Federal Water Pollution Control language in Construction Contracts

Federal Clean Air Act

1. Does the project include facilities that require an air resource permit from the New Hampshire Department of Environmental Services? Information about air resource permits can be found in New Hampshire Code of Administrative Rules Env-A 600, or by [clicking here](#). Does your project include a heating system designed for a building over 30,000 square feet? This may apply.

2. Does your project include/or possibly include abatement of asbestos containing materials (ACMs)? If you answer yes, then an asbestos inspection of impacted building materials is required. If ACMs are identified a notification form is required prior to demolition and abatement activities. The form can be found by [clicking here](#).

Does your project include abatement of asbestos containing materials? An EPA permit is required prior to demolition and abatement activities. Upon receiving the permit, the project will comply with the Clean Air Act.

Federal Water Pollution Control Act

1. Does your project include a discharge of pollutants from a point source (e.g., pipes,

ditches, sheet flow) to surface waters? If you answer yes, then a National Pollution Discharge Elimination System (NPDES) permit is required. For more information about the NPDES permit [click here](#).

If your project will require a discharge of pollutants from a point source (e.g., pipes, ditches, sheet flow) to surface waters, a National Pollution Discharge Elimination System (NPDES) permit is required. Upon receiving the NPDES permit, the project will comply with the Federal Water Pollution Control Act. Clean Air and Federal Water Pollution Control language must be in Construction Contracts

Clean Air Act and Federal Water Pollution Control Act 1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT

(1) the contractor will certify that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the List of Violating Facilities issued by the Environmental Protection Agency pursuant to 40 CFR 15.20.

(2) The contractor agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended (42 U.S.C. 1958c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as any other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

(3) The contractor agrees that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the Environmental Protection Agency List of Violating Facilities.

(4) The contractor agrees that it will include or cause to be included the criteria and requirements in Paragraph (1) through (4) of this section in every nonexempt subcontract and require every subcontractor to take such action as the Government may direct as a means of enforcing such provisions.

Status (Quarterly) Report V4

CCIP Requires Status Report V4 to be Submitted every Quarter (until project is closed out).

Please Answer all Questions

Project Overview

Provide a summary of your CCIP project.

Project Timeline

Please report on any changes to your project scope.

Energy

What are the energy objectives of your project (if applicable)? What is the progress to date in meeting these objectives and status of expected completion?

Program Development

Does your program development align with your project application? Have there been any changes? Please provide a summary of your program development and updates related to this work.

Financial Management

Has your organization received a Single Audit Report during this quarter (if applicable). If so, were there any findings or issues? What actions have been or will be taken to address any identified issues? (Attach copy of Single Audit in the Financial Management Component in GMS)

Confirm the sources and amounts of matching funds spent to date.

Procurement

Please provide a summary of any procurement activities that have occurred during this reporting period (RFP/FRQ / Competitive Bidding / Obtaining Multiple Quotes) and the results of minority and women-owned business solicitation.

Outcome Units (Cumulative)

Total number of people served by the Community Center

Total number of people from the project's priority population(s) served by the Community Center

Total square feet of community facilities space developed, built, or rehabbed.

Equipment Log-see Equipment Log Component

Quarterly Project Implementation Schedule

Procurement for Grants

Recordkeeping – Procurement Process

Your organization must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Procurement Methods

For every contract, you must select the appropriate procurement method of procurement based on the value of the contract and the nature of the goods or services being procured.

Micro Purchases	Small Purchases	Sealed Bids	Qualifications for Services
<ul style="list-style-type: none"> • Purchases <\$10K • Price is reasonable based on research, experience, or other factors. • Should be distributed equitably among qualified suppliers 	<ul style="list-style-type: none"> • Purchases <\$250K • Simplified process • Must obtain multiple quotations 	<ul style="list-style-type: none"> • Purchases >\$250K • Preferred method • Fixed price contract to lowest qualified bidder • 2+ bidders necessary for effective competition 	For Services such as Architects and Engineers. Qualifications Based.

Micro Purchases

Price Threshold

Micro-purchase means a purchase of supplies or services, the aggregate amount of which does not exceed the micro-purchase threshold. Unless otherwise indicated, the micro-purchase threshold is \$10,000.

Procedure

Micro-purchases may be awarded without soliciting price or rate quotations if you determine that the price is fair based on experience, research, or other factors. If you

have access to multiple qualified suppliers offering supplies or services at the same rate, you must distribute your micro-purchases equally among those suppliers.

Recordkeeping

In maintaining records of micro-purchase transactions, you should make a record of what factors led you to believe the price was fair, what suppliers are available, and why you chose to use a particular supplier over others available.

Small Purchases

Price Threshold

Small Purchases are for purchases in aggregate of \$250,000 or less.

Procedure

To ensure full and fair competition, you should solicit written price or rate quotations from several qualified sources before selecting a vendor. Vendors should be selected based on price quotations, as well as other factors such as research and experience.

You may request price quotations from only one source **if and only if the item or service being procured is only available from that single source**. Single source solicitations are disfavored because they are inherently non-competitive.

Recordkeeping

Maintain a record of all quotations received and your rationale for all decisions made during the procurement process, including the number of quotations solicited and the reasons why you chose a particular vendor. If you solicit only two quotations, make a record of why you solicited the minimum number of required quotations. If you solicit only one quotation, make a record of why a non-competitive procurement method was used including the unsuccessful steps you took to locate additional qualified vendors.

Sealed Bids

Price Threshold

All acquisitions with an aggregate price above \$250,000

Procedure

Bids are publicly solicited, and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction if the conditions are appropriate.

The opportunity to bid must be publicly advertised in a statewide newspaper such as the Union Leader legals@unionleader.com

The Bid Ad must be sent to Department of Transportation to encourage minority participation Merideth.A.Wilson@dot.nh.gov and sent to the construction services to

info@agc.org; info@constructionsummary.com;
customercare@reedbusiness.com

For sealed bidding to be feasible, the following conditions should be present:

- A complete, adequate, and realistic specification or purchase description is available;
- Two or more responsible bidders are willing and able to compete effectively for the business; and
- The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.

If sealed bids are used, the following requirements apply:

- Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids.
- The invitation for bids must be publicly advertised.
- The invitation for bids, which must include any specifications and pertinent attachments, must define the items or services in specific enough detail to allow the bidder to properly respond.
- All bids must be opened at the time and place prescribed in the invitation for bids.
- A firm fixed price contract award must be made in writing to the lowest responsive and *responsible bidder*.
- Any or all bids may be rejected if there is a sound documented reason.

Responsible Bidder (or Responsible Offeror) – A bidder (or offeror) who has the experience, personnel, equipment, and finances to perform the requirement of the contract. The lowest overall bidder on the contract may not be the lowest *responsible bidder*.

Recordkeeping

Keep a record of how and where bids were advertised and otherwise solicited, the project details included in the solicitation, what bids were received, and the rationale for your organization's ultimate choice of vendor.

Qualifications for Services: Architects, Engineers

Price Threshold

All

Procedure

Services are qualifications based, not price based.

Qualifications are solicited.

The opportunity to submit Qualifications must be publicly advertised in a statewide newspaper such as the Union Leader legals@unionleader.com

The Request for Qualifications must be sent to Department of Transportation to encourage minority participation Merideth.A.Wilson@dot.nh.gov and sent to the construction services to encourage competition: info@agc.org; info@constructionsummary.com; customercare@reedbusiness.com

They are awarded in accordance with the following requirements:

- Requests for Qualifications must be publicized and identify all evaluation factors and their relative importance.
- Qualifications must be solicited from an adequate number of qualified offerors.
- Any response to publicized requests for qualifications must be considered to the maximum extent practical.
- You must have a written method for conducting technical evaluations of the proposals received and making selections.
- Contract must be awarded to the responsible offeror whose qualifications are most advantageous, with experience and other factors considered. You can negotiate a fair and reasonable compensation.

Recordkeeping

Keep a record of how and where qualifications were publicized and otherwise solicited, the project details included in the solicitation, what qualifications were received, and the rationale for your organization's ultimate choice of vendor.

Noncompetitive Procurement - Requires CDFA Approval

Non-competitive procurement is strongly discouraged and only allowed if one or more of the following conditions are present:

1. The aggregate dollar amount of the contract does not exceed the micro-purchase threshold.
2. The item is available only from a single source.
3. The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation.
4. After solicitation of several sources, competition is determined inadequate.

If you chose to use a non-competitive method of procurement for one of the above reasons, you should thoroughly document the reasons why you believe non-competitive procurement is permitted in that specific case, as well as any steps you took to rule out the feasibility of a competitive procurement process.

Bonding Required on Construction or Facility Improvement Contracts & Subcontracts over \$250,000

Minimum bonding requirements must be met:

- (1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified

check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(2) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.

(3) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Contract Requirements

Federal requirements must be included in all bidding specifications, and thereby all contracts, over \$10,000. Click here for [Federal Requirement Provisions](#).

Contractor Oversight

Your organization is responsible for maintaining oversight of all contractors and subcontractors to ensure they are performing in compliance with the terms and conditions of your agreement, the federal award, and applicable uniform guidance provisions.

Each contract should contain provisions detailing how the performance of the contract will be supervised and how compliance will be monitored. If you have concerns about how contractor oversight should be carried out, you should discuss the specifics of the procurement contract with your administering state agency.

Contract Modification

Contracts may be modified, so long as the modification does not bring the contract out of compliance with this policy or the terms and conditions of your award. Modification can be made using change orders.

Claims

A request for CCIP funds is called a claim.

Claim Preview Attachments Alert History Map

Claim Details

- Component
- General Information
- Attachments
- Reimbursement
- Signature
- Signature- claim electronic signature
- Matching Funds
- Comments
- Electronic Funds Transfer

In General Information

Fill in dates. All claims will be listed as reimbursements (regardless if you are waiting for the CCIP funds to pay the invoices)

Final request: It will default to 'No' unless you click 'Yes' on your final claim

Status*: Editing

Type*: Reimbursement

Report Period:
Start Date End Date

Final Request?*:
Click Yes if this is the final request

Attachments

Attach items related to this claim, an invoice at minimum. Copies of checks if available.

It must be clearly documented what the CCIP funds are being requested for.

Remember to maintain copies of financial items in the Financial Component to properly document each financial transaction. The Financial Component must be up to date before requesting the next CCIP Claim.

Attachments - Current Version

- Other Attachments

Description	File Name ↗
ABC Contractor Invoice #1 CCIP \$100,000, Matching Funds \$15,000	ABC Contractor Invoice 1 CCIP 100000 Matching Funds 15000.pdf

Reimbursement (CCIP funds being requested)

Fill in the amount of CCIP you are requesting (must be backed up with documentation such as an invoice)

Reimbursement - Edit

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
Activity Budget								
Nates test	\$700,000.00	<input type="text" value="100000.00"/>	\$0.00	\$100,000.00	\$600,000.00	\$0.00	\$100,000.00	\$600,000.00
	\$700,000.00	\$100,000.00	\$0.00	\$100,000.00	\$600,000.00	\$0.00	\$100,000.00	\$600,000.00

Signature of Authorized Official

Matching Funds

Fill in the amount of Matching Funds (non-CCIP funds) obligated to this project. Then below the amount of matching funds expended before this request, and amount of matching funds this period. The 15% matching funds should be expended relatively proportionately to the CCIP funds.

Matching Funds - Current Version

Original Matching Funds in Application


Original Matching Funds Declared in Application:

Matching Funds - Edit

Row	Matching Funds Source	Contract Budget	Total Funds Expended To Date	Expenses This Period	Available Balance
Source 1	Non-Profit Funds	\$60000	\$0	\$15000	

Comments

A summary of what the CCIP requested funds are paying. If multiple invoices be sure the amounts in comments are easily seen on the attached documents/invoices.

 **Comments**

Comments:

Total CCIP Claim \$100,000


ABC Construction Req #1	<u>\$115,000</u>
CCIP Funds	<u>\$100,000</u>
Matching Funds	\$15,000


Invoice #1 in Attachments

Electronic Funds Transfer

CDFA requires funds to be transferred electronically. 'Yes.' must be selected. Exceptions require approval by CDFA.

Electronic transfers require an [EFT Authorization form](#) be submitted once to kpacocha@nhcdfa.org Access to this form is noted below

 **Electronic Funds Transfer - Current Version**



Select yes if you want your payment sent via EFT. If yes, you will need to have completed and submitted an EFT Authorization you cancel the authorization.

Click [here](#) to access an Electronic Funds Transfer Authorization Form.

This Field is required.

Payment Via Electronic Funds Transfer (EFT)?*

All components must be 'Mark as Complete' before the Claim can be submitted.

Financial Management

The Financial Management Section is set up for maintaining all documentation for each financial transaction.

This Financial Management section allows you to attach any applicable/relevant financial documents that are not required in charts below.

CCIP Funds

Fill in the amount of your CCIP Award

Amount of CCIP Award

Amount of CCIP Award: \$400,000.00

Fill in the CCIP Payment Document chart for each CCIP claim/payment.

This chart must be complete for each claim/payment before requesting the next claim.

Claim number (from GMS)	Check here if money was electronically transferred (EFT) to Awardee	Check number (from CDFA) (if applicable)	Copy of check from CDFA (if applicable)	Check or EFT Amount (from CDFA)	Date check or EFT received by awardee	Deposit Date (of check from CDFA)	Copy of Deposit Slip	Check from Awardee made out to (Name/payee)	Check number (from awardee to payee)	Date check sent to Payee	Amount of check to payee	Copy of check from Awardee to Payee	Purchase Order or ID#	Transaction Description	Transaction Type	Invoice	Amount on hand
1	Yes		Test Document.pdf	\$100,000.00	03/02/2024	03/02/2024	Test Document.pdf	ABC Construction	123	03/08/2024	\$100,000.00	Test Document.pdf	Test Document.pdf	Payment #1 for Rehab \$100,000 of \$115,000	Construction/Rehab Cost	Test Document.pdf	0.00

Matching Funds

Fill in the amount of your Obligated Matching Funds

Amount of Matching Funds Obligated

Amount of Matching Funds Obligated: 60,000

Fill in the Matching Funds Document chart for each payment of matching funds.

This chart must be complete for each matching funds payment to assure your expended matching funds are proportionate to your CCIP funds payments (running at/near 15%).

Matching Funds Documentation - Multi-List							Mark as Complete	Add Row
Check from Awardee made out to (Name/ payee)	Check number (from awardee to payee)	Date check sent to Payee	Amount of check to payee	Copy of check from Awardee to Payee	Purchase Order or ID#	Transaction Description	Transaction Type	Invoice
			0.00					
ABC Construction	1	03/08/2024	0.00	Test Document.pdf	Test Document.pdf	Payment 1 for Rehab \$15,000 of \$115,000	Construction/Rehab Cost	Test Document.pdf

Single Audit

If you are required to have a Single Audit, received over \$750,000 of federal funds in a year, please fill out the Single Audit component.

Closeout and Reporting

CCIP Requires a Closeout Report upon completion of your project.

Please Note: Grants will require annual reporting after the Closeout Report called Perpetual yearly reporting on property use/status.

CCIP Close-out Component

Through the GMS Correspondence notify CDFA that you are preparing to close-out your project. CDFA will then provide confirmation that you may proceed with close-out.

Go into the Close-out Component and fill out the report.

Please Answer all Questions

You must update your Equipment Log if applicable.

If you answered yes to any Environmental questions at the start of your project, you would need to show you complied with any required items.

You must assure your Financial Management component is up to date and complete.

You will be required to submit your Single Audit if applicable.

The Certificate of Occupancy will be uploaded.

The current Program Schedule will be uploaded.

Once your Close-out Component is deemed complete by CDFA, CDFA will provide the Close-out Agreement in the Contract Component of the award for your review and signature.

CCIP GRANTS (not Loans) are required to report annually to the US Treasury**

Per the contractual agreement of the Community Center Investment Program, grant recipients are required to maintain the real property for which ARPA funds were used to improve, rehabilitate, renovate, or construct as a community center for perpetuity. In addition, any equipment procured with the ARPA funds must also be reported on for the lifetime of the equipment or until the equipment is disposed.

For the first 15 years, subrecipients must report annually by January 15th to the US Treasury and after 15 years, can report on the real property upon a longer cadence.

The subrecipient is required to submit:

- SF-429 Real Property Status Report (Cover Page)
- SF-429-A Real Property Status Report ATTACHMENT A

When the subrecipient is ready to dispose of federally funded real property, they must also submit:

- SF-429-C Real Property Status Report ATTACHMENT C (Disposition or Encumbrance Request)

Forms are provided by CDFA at the time of project closeout and can also be found in the Grant Management System (GMS) in the Status Report component, but can also be accessed online at:

[Post-Award Reporting Forms | Grants.gov](#)

****All reports filed with the US Treasury must also be provided to the NH Community Development Finance Authority via the Grant Management System (GMS). The US Treasury has not yet determined where reporting will be submitted so until that time all reports must be submitted to CDFA only by accessing the subrecipient's GMS account and uploading them into the Status Report component under "Annual Report."**

*****Once the US Treasury determines where reports are to be submitted to them, CDFA will notify the subrecipient and forms will be provided to both CDFA and the US Treasury.**