# Copying an Existing Application in GMS

### Overview

The Copy Existing Application feature in GMS allows applicants to reuse a previously started or submitted application within the same funding opportunity in a different year. This tool is particularly useful for recurring funding opportunities, saving time by carrying over information that remains consistent year to year.

#### Important limitations:

- Data will only copy if the application questions have not changed since the prior year.
- The feature only works within the same funding opportunity (e.g., copying last year's CDBG application into this year's CDBG opportunity). You cannot copy between different funding opportunities, such as from a Tax Credit application to a CDBG application.
- You may still manually access and reference prior applications to copy answers into similar questions as needed.

This guide outlines how to locate and copy an existing application, verify its content, and proceed with editing and submitting the new version.

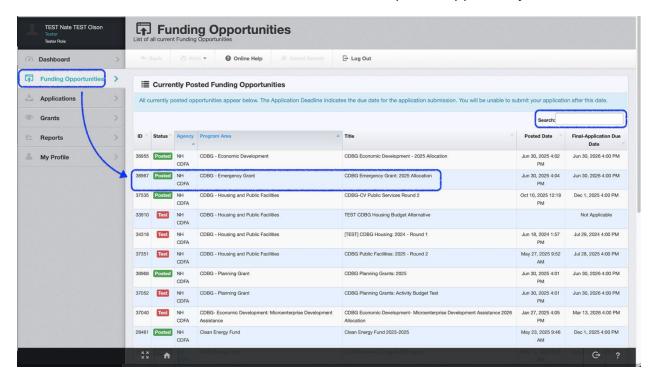
### **Quick Steps**

For are more comprehensive walkthrough check out the Detailed Steps Section below.

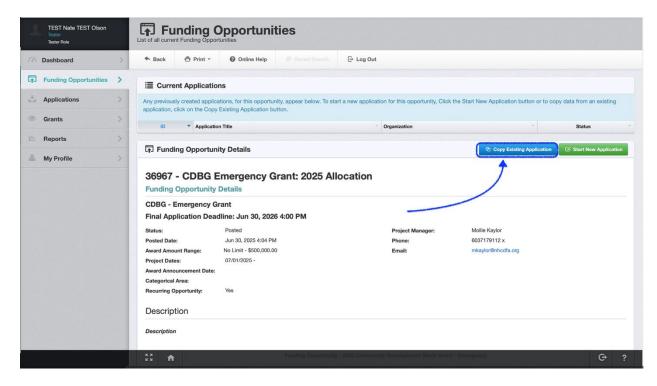
- 1. Log into GMS at https://www.nhcdfagrants.org/
- 2. Click Funding Opportunities from the left-hand menu.
- 3. Select the Funding Opportunity you want to apply to.
- 4. Click Copy Existing Application in the top right.
- 5. Review past applications listed—click a row to preview.
- 6. Click Back to return to the list after reviewing.
- 7. Select the application you want to copy using the Copy radio button.
- 8. Click Copy Application (orange button, top right).
- 9. Review and update the copied application before submission.

## **Detailed Steps**

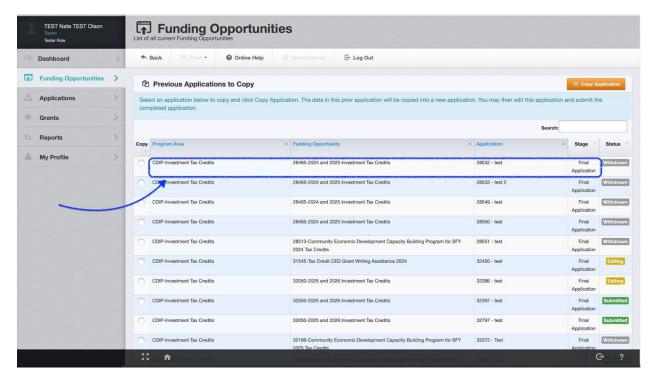
- 1. Log into GMS at https://www.nhcdfagrants.org/
  - a. If you don't remember your credentials use the 'Forgot User ID?' and/or 'Reset Password?' buttons to recover/reset them.
- 2. Navigate to Funding Opportunities
  - a. From the left-hand menu, click Funding Opportunities
- 3. Select the desired Funding Opportunity
  - a. From the list of posted opportunities, click the title of the one you wish to apply to.
  - b. Use the search bar if needed to locate a specific opportunity



- 4. Initiate the copy Process
  - a. On the funding opportunity summary page, click Copy Existing application in the top right corner (blue button).

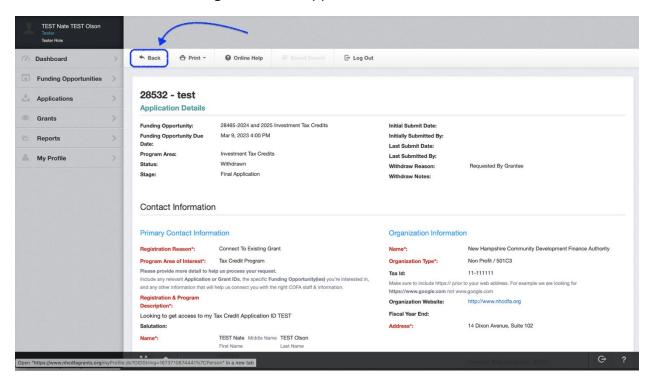


- 5. Review your existing applications
  - You'll be presented with a list of applications you have previously started or submitted.
  - b. Click on a row to open and review an application's contents.

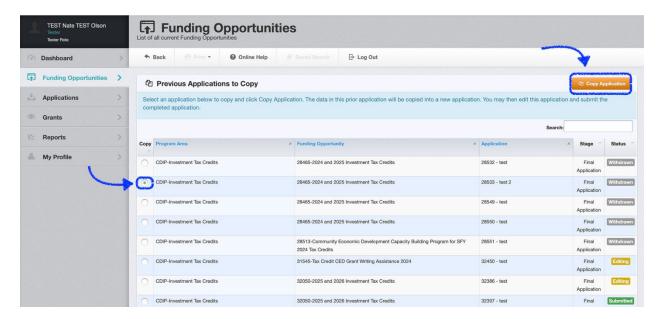


6. Return to the application list

a. After confirming the correct application, click Back to return to the full list.



- 7. Select an application to copy
  - a. Use the radio button in the Copy column next to the application you want to reuse.
  - b. Click the orange Copy Application button in the top right.



8. Edit and complete your new application

- a. Your new application will now open with data copied from the selected prior version (only if the forms and questions have not changed).
- b. Review all components, make updates as needed, and save your progress
- c. Refer to the Submitting an Application in GMS guide for detailed instructions on submitting an application.