

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.nhcdfragrants.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.nhcdfragrants.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

Funding Opportunities
List of all current Funding Opportunities

Dashboard > **Funding Opportunities** > Applications > Grants > Reports > My Profile

Back Print Online Help Saved Search Log Out

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
36955	Posted	NH CDFA	CDBG - Economic Development	CDBG Economic Development - 2025 Allocation	Jun 30, 2025 4:02 PM	Jun 30, 2026 4:00 PM
36967	Posted	NH CDFA	CDBG - Emergency Grant	CDBG Emergency Grant: 2025 Allocation	Jun 30, 2025 4:04 PM	Jun 30, 2026 4:00 PM
37535	Posted	NH CDFA	CDBG - Housing and Public Facilities	CDBG-CV Public Services Round 2	Oct 10, 2025 12:19 PM	Dec 1, 2025 4:00 PM
33910	Test	NH CDFA	CDBG - Housing and Public Facilities	TEST CDBG Housing Budget Alternative		Not Applicable
34318	Test	NH CDFA	CDBG - Housing and Public Facilities	[TEST] CDBG Housing: 2024 - Round 1	Jun 18, 2024 1:57 PM	Jul 29, 2024 4:00 PM
37351	Test	NH CDFA	CDBG - Housing and Public Facilities	CDBG Public Facilities: 2025 - Round 2	May 27, 2025 9:52 AM	Jul 28, 2025 4:00 PM
36968	Posted	NH CDFA	CDBG - Planning Grant	CDBG Planning Grants: 2025	Jun 30, 2025 4:01 PM	Jun 30, 2026 4:00 PM
37052	Test	NH CDFA	CDBG - Planning Grant	CDBG Planning Grants: Activity Budget Test	Jun 30, 2025 4:01 PM	Jun 30, 2026 4:00 PM
37040	Test	NH CDFA	CDBG- Economic Development: Microenterprise Development Assistance	CDBG Economic Development- Microenterprise Development Assistance 2026 Allocation	Jan 27, 2025 4:05 PM	Mar 13, 2026 4:00 PM
28461	Posted	NH CDFA	Clean Energy Fund	Clean Energy Fund 2023-2025	May 23, 2025 9:46 AM	Dec 1, 2025 4:00 PM

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

TEST Nate TEST Olson
Tester
Tester Role

Funding Opportunities

List of all current Funding Opportunities

Dashboard

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My Profile

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Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start New Application button or to copy data from an existing application, click on the Copy Existing Application button.

ID

Application Title

Organization

Status

Funding Opportunity Details

Copy Existing Application

Start New Application

36967 - CDBG Emergency Grant: 2025 Allocation

Funding Opportunity Details

CDBG - Emergency Grant

Final Application Deadline: Jun 30, 2026 4:00 PM

Status: Posted

Posted Date: Jun 30, 2025 4:04 PM

Award Amount Range: No Limit - \$500,000.00

Project Dates: 07/01/2025 -

Award Announcement Date:

Categorical Area:

Recurring Opportunity: Yes

Project Manager: Mollie Kaylor

Phone: 6037179112 x

Email: mkaylor@nhodfa.org

Description

Description

Funding Opportunity - 2025 Community Development Block Grant - Emergency

5. Review your existing applications

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

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Funding Opportunities

List of all current Funding Opportunities

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Previous Applications to Copy

Copy Application

Select an application below to copy and click Copy Application. The data in this prior application will be copied into a new application. You may then edit this application and submit the completed application.

Search:

Copy

Program Area

Funding Opportunity

Application

Stage

Status

☐ CDIP-Investment Tax Credits 28465-2024 and 2025 Investment Tax Credits 28532 - test Final Application Withdrawn

☐ CDIP-Investment Tax Credits 28465-2024 and 2025 Investment Tax Credits 28533 - test 2 Final Application Withdrawn

☐ CDIP-Investment Tax Credits 28465-2024 and 2025 Investment Tax Credits 28549 - test Final Application Withdrawn

☐ CDIP-Investment Tax Credits 28465-2024 and 2025 Investment Tax Credits 28550 - test Final Application Withdrawn

☐ CDIP-Investment Tax Credits 28513-Community Economic Development Capacity Building Program for SFY 2024 Tax Credits 28551 - test Final Application Withdrawn

☐ CDIP-Investment Tax Credits 31545-Tax Credit CED Grant Writing Assistance 2024 32450 - test Final Application Editing

☐ CDIP-Investment Tax Credits 32050-2025 and 2026 Investment Tax Credits 32386 - test Final Application Editing

☐ CDIP-Investment Tax Credits 32050-2025 and 2026 Investment Tax Credits 32397 - test Final Application Submitted

☐ CDIP-Investment Tax Credits 32050-2025 and 2026 Investment Tax Credits 32797 - test Final Application Submitted

☐ CDIP-Investment Tax Credits 32188-Community Economic Development Capacity Building Program for SFY 2025 Tax Credits 32372 - Test Final Application Withdrawn

6. Return to the application list

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

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Dashboard > Back Print Online Help Saved Search Log Out

28532 - test

Application Details

Funding Opportunity:	28465-2024 and 2025 Investment Tax Credits	Initial Submit Date:	
Funding Opportunity Due Date:	Mar 9, 2023 4:00 PM	Initially Submitted By:	
Program Area:	Investment Tax Credits	Last Submit Date:	
Status:	Withdrawn	Last Submitted By:	
Stage:	Final Application	Withdraw Reason:	Requested By Grantee
		Withdraw Notes:	

Contact Information

Primary Contact Information

Registration Reason*: Connect To Existing Grant

Program Area of Interest*: Tax Credit Program

Please provide more detail to help us process your request. Include any relevant Application or Grant IDs, the specific Funding Opportunity(ies) you're interested in, and any other information that will help us connect you with the right CDFA staff & information.

Registration & Program Description*: Looking to get access to my Tax Credit Application ID TEST

Salutation:

Name*: TEST Nate Middle Name TEST Olson
First Name Last Name

Organization Information

Name*: New Hampshire Community Development Finance Authority

Organization Type*: Non Profit / 501C3

Tax ID: 11-111111

Make sure to include https:// prior to your web address. For example we are looking for https://www.google.com not www.google.com

Organization Website: <http://www.nhcdfa.org>

Fiscal Year End:

Address*: 14 Dixon Avenue, Suite 102

Open "https://www.nhcdfragrants.org/myProfile.do?OIDStrings=167371067441%7CPerson" in a new tab

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.

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Funding Opportunities

List of all current Funding Opportunities

Dashboard > Back Print Online Help Saved Search Log Out

Previous Applications to Copy

Select an application below to copy and click Copy Application. The data in this prior application will be copied into a new application. You may then edit this application and submit the completed application.

Search:

Copy	Program Area	Funding Opportunity	Application	Stage	Status
☐	CDIP-Investment Tax Credits	28465-2024 and 2025 Investment Tax Credits	28532 - test	Final Application	Withdrawn
☒	CDIP-Investment Tax Credits	28465-2024 and 2025 Investment Tax Credits	28533 - test 2	Final Application	Withdrawn
☐	CDIP-Investment Tax Credits	28465-2024 and 2025 Investment Tax Credits	28549 - test	Final Application	Withdrawn
☐	CDIP-Investment Tax Credits	28465-2024 and 2025 Investment Tax Credits	28550 - test	Final Application	Withdrawn
☐	CDIP-Investment Tax Credits	28513-Community Economic Development Capacity Building Program for SFY 2024 Tax Credits	28551 - test	Final Application	Withdrawn
☐	CDIP-Investment Tax Credits	31545-Tax Credit CED Grant Writing Assistance 2024	32450 - test	Final Application	Editing
☐	CDIP-Investment Tax Credits	32050-2025 and 2026 Investment Tax Credits	32386 - test	Final Application	Editing
☐	CDIP-Investment Tax Credits	32050-2025 and 2026 Investment Tax Credits	32397 - test	Final	Submitted

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.