

Award Letter and Contract Signature Guide

Community Development Finance Authority

About This Guide

This guide provides step-by-step instructions for CDFA grantees to electronically sign award letters and contracts using the Grants Management System (GMS). It covers the full process, from receiving the initial email notification through completing your signature and accessing the signed contract.

Before You Start

- Your GMS log-in credentials (username and password).
- The email notification letting you know your contract is ready for signature.
- The authority to sign the contract on behalf of your organization.

Quick Steps

Use this section if you've signed a contract in GMS before and just need a quick refresher. For detailed instructions with screenshots, see the Detailed Step-by-Step Guide below.

1. **Check email** — Look for a notification from **do-not-reply@nhcdfagrants.org** that your contract is ready to sign.
2. **Log into GMS** — Go to **nhcdfagrants.org** and log in.
3. **Access your grant** — Click **Grants** in the menu and select the relevant grant.
4. **Open the contract** — Click the **Contract** component and choose the correct contract by title.
5. **Review & sign** — Click **Signature**, choose **Signed**, enter your full legal name, date, and optional comments. Set **Notify Next** to **Katherine Easterly Martey** and click **Save Signature**.
6. **Done** — Your signature will appear on the contract. You can return anytime to view it.

Detailed Step-by-Step Guide

Step 1: Email Notification

You'll receive an email from **do-not-reply@nhcdfagrants.org** letting you know your contract is ready for signature. This is an automated message — do not reply to it. Log into GMS to continue.

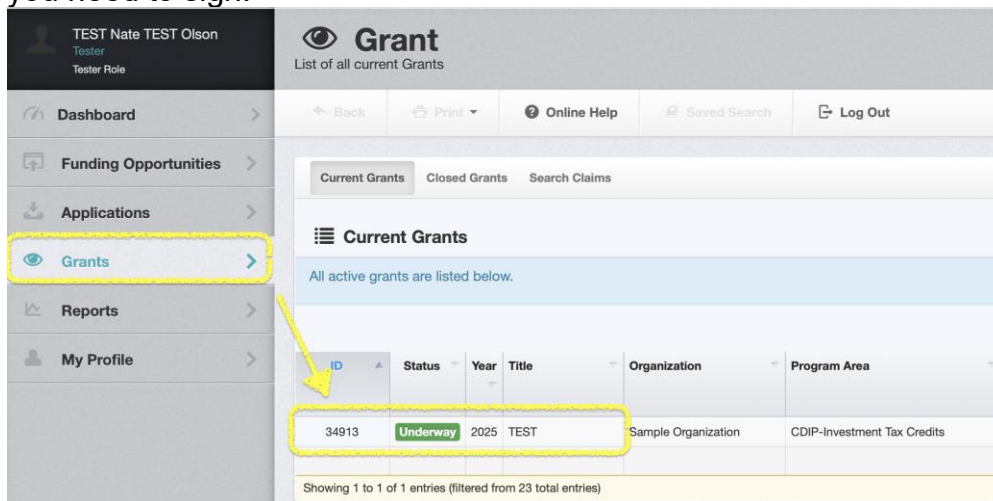
Step 2: Log Into GMS

Visit the GMS portal at **nhcdfagrants.org** and log in with your credentials.

If this doesn't work: if you're having trouble logging in, refer to CDFA's [Username & Password Recovery Guide](#).

Step 3: Access Your Grant

Click **Grants** in the left-hand menu, then select the grant associated with the contract you need to sign.



The screenshot shows the GMS Grants page. The left-hand menu has the 'Grants' option highlighted with a yellow box. The main content area shows a table of current grants. The first row of the table is highlighted with a yellow box. The table has columns for ID, Status, Year, Title, Organization, and Program Area. The first row contains the following data: ID: 34913, Status: Underway, Year: 2025, Title: TEST, Organization: Sample Organization, Program Area: CDIP-Investment Tax Credits.

ID	Status	Year	Title	Organization	Program Area
34913	Underway	2025	TEST	Sample Organization	CDIP-Investment Tax Credits

The Grants menu and the list of current grants, with your grant highlighted

Step 4: Open the Contract

Click the **Contract** component. A list of contracts related to your grant will appear — use the **Title** to identify the correct one.

TEST Nate TEST Olson
Tester
Tester Role

Grant
List of all current Grants

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

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34913 - TEST - 2025

Status: **Underway**

Program Area: Investment Tax Credits

Funding Opportunity: 34900-2026 and 2027 Investment Tax Credits

Organization: Sample Organization

Grantee Contact: TEST Nate TEST Olson

Project Manager: Betsy McNamara

Available to Project:

Grant Components

The grant forms appear below.

Component	Last Edited
General Information	Jul 2, 2025 10:03 AM - Nate Olson
Document Checklist	Jul 2, 2025 11:48 AM - Test Scott Test Maslansky
Contract	
Correspondence	
Status Reports	

The grant components list with the Contract component highlighted

34913 - TEST - 2025

Status: **Underway**

Program Area: Investment Tax Credits

Funding Opportunity: 34900-2026 and 2027 Investment Tax Credits

Organization: Sample Organization

Grantee Contact: TEST Nate TEST Olson

Project Manager: Betsy McNamara

Available to Project:

Grant List Genera Docume **Contra** Corres Status Donor Claims Encumb Projec

Contract

ID	Template	Type	Status	Title	Contract Period
34913 - 001	Tax Credit-Award Letter	Award Letter	Approved	Test	07/01/2025 - 06/30/2030

← Previous

The contract list, using the Title column to identify the correct contract

Step 5: Review the Contract

Click on the relevant contract and preview the full document for accuracy.

Contract Preview Attachments Alert History Map

Contract Details

34913 - TEST - 2025
Contract Details

Funding Opportunity: 34900-2026 and 2027 Investment Tax Credits Contract Title: Test
 Program Area: Investment Tax Credits Contract Period: 07/01/2025 - 06/30/2030
 Status: Approved Executed Date:
 Contract Number: 001
 Contract Template: Tax Credit-Award Letter

Signatures

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments
1	Nate Olson	Jul 2, 2025 10:08 AM	Signed	TEST Nate	07/02/2025	

Contract Text

Review full contract

Contract Text

06/23/2025

TEST Nate TEST Olson

The Contract Details screen previewing the full contract text

Step 6: Sign the Contract

When you're ready to sign, click the blue **Signature** button at the top of the page.

Grant
List of all current Grants

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Contract Preview Attachments Alert History Map

Contract Details [Signature](#)

34913 - TEST - 2025
Contract Details

Funding Opportunity: 34900-2026 and 2027 Investment Tax Credits Contract Title: Test
 Program Area: Investment Tax Credits Contract Period: 07/01/2025 - 06/30/2030
 Status: Approved Executed Date:
 Contract Number: 001
 Contract Template: Tax Credit-Award Letter

Signatures

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments
1	Nate Olson	Jul 2, 2025 10:08 AM	Signed	TEST Nate	07/02/2025	

Contract Text

The Contract Details screen with the blue Signature button highlighted

Then complete the signature form:

Required fields:

- **Status:** From the dropdown, select **Signed**.
- **Typed Name:** Enter your full legal name.
- **Typed Date:** Enter the date.
- **Notify Next:** Select **Katherine Easterly Martey** (NHCDFA Executive Director).

Optional fields: Comments — add a note for your Project Manager if you'd like; this is not mandatory.

Click **Save Signature**.

Grant
List of all current Grants

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Contract: 001

Contract Status: **Approved**
 Grant Title: 34913 - TEST
 Program Area: Investment Tax Credits
 Funding Opportunity: 34900-2026 and 2027 Investment Tax Credits
 Reporting Period: 07/01/2025 - 06/30/2030
 Submitted By: - Jul 2, 2025 10:06 AM

Signatures - Max. Signature Levels Needed: 3 Save Signature

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments	Notify Next	Delete Prior
1	Nate Olson	Jul 2, 2025 10:08 AM	Signed	TEST Nate	07/02/2025			
2			Signed	TEST Nate TEST Olson	07/03/2025		Katherine Easterly Marley	

The signature form with the status, name, date, comments, and Notify Next fields, and the Save Signature button

Step 7: After Signing

You'll be returned to the contract preview, and your signature will now appear on the contract. You can return to the **Contract** component at any time to view signed documents.

Grant
List of all current Grants

Back Print Online Help Saved Search Log Out

Contract Preview Attachments Alert History Map

Contract Details Signatures

34913 - TEST - 2025
Contract Details

Funding Opportunity: 34900-2026 and 2027 Investment Tax Credits
 Program Area: Investment Tax Credits
 Status: Approved
 Contract Number: 001
 Contract Template: Tax Credit-Award Letter

Contract Title: Test
 Contract Period: 07/01/2025 - 06/30/2030
 Executed Date:

Signatures

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments
1	Nate Olson	Jul 2, 2025 10:08 AM	Signed	TEST Nate	07/02/2025	
2	TEST Nate TEST Olson	Jul 3, 2025 5:39 AM	Signed	TEST Nate TEST Olson	07/03/2025	

Contract Text

Contract Text

06/23/2025

TEST Nate TEST Olson

The contract preview showing the completed signature

Need Help?

If you have any questions, please contact:

About your project

Contact your Project Manager.

About GMS

Nate Olson

Community Development Finance Authority

Email: nolson@nhcdfa.org

Document Information

Field	Value
Owner	Nate Olson — GMS Administrator
Audience	Applicant-facing
Version	1.1
Last Updated	June 17, 2026

Revision History

Version	Date	Author	Summary of Changes
1.0	—	CDFA	Initial version.
1.1	June 17, 2026	Nate Olson	Added GMS support contact and applied standard guide format.