
GRANTEE Checklist

InvestNH

HOUSING OPPORTUNITY

PLANNING GRANTS



THE BASICS

- Fully executed contract
- Consultant commitment letter
- Monthly reports (10th of each month for previous monthly activities)
- Housing Academy registration
- Main contact current with PlanNH

NAVIGATOR ADVANCE PAYMENTS

- First advance, simple invoice submitted by municipality
- Subsequent advances, invoice with P&L
- Advance payments end September 2024

HOP REIMBURSEMENTS

- Submitted by municipality
- Reimbursement form by grant phase
- Invoices
- EFT on file (or confirmation of USPS)
- Reimbursements end July 2024

REMINDERS

- Housing Academy includes office hours
- Disbursement requests must come from municipality, not consultants
- Monthly reports must be signed and submitted by municipality
- Forms can be found at NHHOPGrants.org

QUESTIONS?

- **Report, Contract, Reimbursement**
info@NHHOPgrants.org
- **Community Engagement**
sue.cagle@unh.edu
- **Housing Academy**
nate.bernitz@unh.edu

NHHOPgrants.org

