

February 2, 2023

Community Capital Management, LLC is an SEC-registered investment adviser that provides investment advisory services. Investment advisory and brokerage services and fees differ, and it is important to understand the differences. Free and simple tools to research firms and investment professions can be found at [Investor.gov/CRS](https://www.investor.gov/crs), which also provides educational materials about investment advisers, broker-dealers, and investing.

**What investment services and advice can you provide me?**

We offer investment advisory services to retail investors. These services include investment management of portfolios primarily focused on impact investing. These services are also offered through wrap fee programs.

When providing our services, we will accept discretionary authority which grants us the ability to determine which securities are bought and sold for your account and execute transactions without your consent. You can impose reasonable guidelines or restrictions on this authority, subject to our ability to effectively manage your portfolio. As part of our standard services, we will monitor your investments for account performance and transaction costs. We conduct these reviews on at least a quarterly basis.

We utilize an impact and ESG investment strategy that seeks to generate a competitive financial return while realizing measurable positive environmental and social benefits. The strategy is implemented through portfolios that focus primarily on high credit quality fixed-income securities. Our portfolios will generally be limited to these types of investments.

A minimum investment of \$10,000,000 is required to open an account with us. This minimum can be waived in certain circumstances. Account minimums for services offered through wrap fee programs will be determined by the wrap sponsor and not by us.

*For additional information on our services and types of clients, please see our Form ADV Part 2A Brochure, Items 4 and 7, which can be found at <https://www.ccminvests.com>.*

**Conversation Starters**

- Given my financial situation, should I choose an investment advisory service? Why or why not?
- How will you choose investments to recommend to me?
- What is your relevant experience, including your licenses, education and other qualifications? What do these qualifications mean?

**What fees will I pay?**

You will be charged asset-based fees calculated as a percentage of the assets we manage for you. We charge these fees on a quarterly basis. Our fee schedule is a tiered structure based on assets under management that starts at a rate of 0.40% and decreases as assets increase. The more assets there are in your account, the more we will earn in fees. This creates an incentive for us to encourage you to increase the assets in your account. Fees associated with services offered through a wrap fee program will be included in the fees you pay to the program sponsor. You will also pay additional fees and costs related to our services. These include mark-ups on fixed income trades (fees that are included in the price paid for a security), custodial charges, and fees and expenses charged by investment products such as exchange traded funds that are held in your account.

*You will pay fees and costs whether you make or lose money on your investments. Fees and costs will reduce any amount of money you make on your investments over time. Please make sure you understand what fees and costs you are paying.*

For additional information on our fees and compensation, billing practices, and other types of fees or expenses clients will pay in connection with our advisory services, please see our [Form ADV Part 2A Brochure](#), Item 5.

**Conversation Starter**

- Help me understand how these fees and costs might affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs, and how much will be invested for me?

**What are your legal obligations to me when acting as my investment adviser? How else does your firm make money and what conflicts of interest do you have?**

*When we act as your investment adviser*, we have to act in your best interest and not put our interest ahead of yours. At the same time, the way we make money creates some conflicts with your interests. You should understand and ask us about these conflicts because they can affect the investment advice we provide you. Here is an example to help you understand what this means.

We are permitted to engage in cross transactions. This type of transaction allows us to purchase or sell securities between client accounts at a price determined by an independent third party. We are also the adviser to registered investment companies that are eligible to participate in cross transactions with our clients. This creates a potential incentive for us to recommend a purchase or sell of a security in your account that could benefit another client, including the affiliated registered investment companies.

**Conversation Starter**

- How might your conflicts of interest affect me, and how will you address them?

For additional information about our conflicts of interest that can affect our advisory relationship with you, please see our [Form ADV Part 2A Brochure](#).

**How do your financial professionals make money?**

Our financial professionals are also sales professionals who are paid a fixed salary plus transaction-based compensation based on the amount of assets they raise when selling our services. This compensation creates a conflict of interest because they have an incentive to encourage you to open an account with more assets.

**Do you or your financial professionals have legal or disciplinary history?**

No for our firm. Yes for one financial professional. Visit [Investor.gov/CRS](http://Investor.gov/CRS) for a free and simple search tool to research our firm and financial professionals.

**Conversation Starter**

- As a financial professional, do you have any disciplinary history? For what type of conduct?

Additional information about our investment advisory services and a copy of this relationship summary is available by contacting us at (877) 272-7999.

**Conversation Starter**

- Who is my primary contact person? Is he or she a representative of an investment adviser or a broker-dealer? Who can I talk to if I have concerns about how this person is treating me?

## **ITEM 1 – Cover Page**

### **Investment Adviser Brochure**

**Community Capital Management, LLC**

**261 North University Drive, Suite 520**

**Fort Lauderdale, Florida 33324**

**(877) 272-7999**

**[www.ccminvests.com](http://www.ccminvests.com)**

**March 22, 2024**

This brochure provides information about the qualifications and business practices of Community Capital Management, LLC. If you have any questions about the contents of this brochure, please contact us at (877) 272-1977 or [agreenspan@ccminvests.com](mailto:agreenspan@ccminvests.com). The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Additional information about Community Capital Management, LLC also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

Registration does not imply a certain level of skill or training.

## **ITEM 2. Material Changes**

This page discusses only the material changes to this brochure since the last annual update on February 3, 2023. Those changes include:

- Item 4. Advisory Business:
  - Updated Assets Under Management as of December 31, 2023.
  - Updated list of Registered Funds CCM provides investment supervisory services to.
  - Updated the types of strategies CCM engages in.
- Item 5. Fees and Compensation:
  - Removed reference to the Equity strategy
  - Removed reference to agreements with Impact Shares
- Item 8. Methods of Analysis, Investment Strategies and Risk of Loss:
  - Updated CCM's Impact and ESG Policy
  - Removed references to Equity Risk
- Item 10. Other Financial Industry Activities and Affiliations
  - Removed reference to being a sub-adviser
- Item 12. Brokerage Practices:
  - Removed references to use of soft dollars
- Item 14. Client Referrals and Other Compensation:
  - Updated reference to reimbursement for marketing efforts.

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#### **ITEM 4. Advisory Business**

Community Capital Management, LLC (“CCM”) was founded in 1998. CCM is majority owned by CCM Holding Company, LLC, a principal owner of which is Todd Cohen and minority owned by Impact Analytics LLC, the owner of which is Todd Cohen. CCM is an investment adviser providing investment supervisory services on a discretionary or non-discretionary basis. Investment management is guided by the objectives articulated by the client (*i.e.*, preservation of capital, growth, income, growth and income) and clients can impose reasonable restrictions on investing in certain securities or types of securities. CCM also provides investment supervisory services on a discretionary basis to two series trusts, the Community Capital Trust and the Quaker Investment Trust (the “Registered Trusts”) including, respectively, the CCM Community Impact Bond Fund and the CCM Affordable Housing MBS ETF (the “Registered Funds”), all open-end management investment companies.

In addition to offering direct accounts, CCM also offers investment advisory services to clients through “wrap programs” offered by broker-dealers, investment advisers and other financial institutions (“sponsors”). Through these wrap programs, clients are offered a program of services, including comprehensive brokerage, custodial, and advisory services. These programs typically offer these bundled services for an all-inclusive wrapped fee; however, the clients are charged an SEC fee and may be charged other fees. The fees for these programs are typically based on a percentage of assets under management. Under some program arrangements, the fees are not bundled. In such a case, the sponsor and CCM each charge a separate fee for the services provided. Please read Item 5 of this brochure for more information on fees.

CCM offers advisory services through wrap programs to individuals, trusts, estates, corporations, pension and profit-sharing plans, and others. CCM is chosen by the client to act as a sub-adviser through a pre-selection process administered by the introducing broker-dealer or financial consultant. Although CCM does not normally have direct client contact, the pre-selection process is sufficiently detailed that CCM is able to provide individualized investment services. In most of these accounts, CCM is hired for specific investment models or strategies. Although investment restrictions are allowed in these accounts, CCM is usually given full investment discretion, and CCM exercises discretionary authority for the securities to be bought and sold, and the timing of the transactions. CCM’s ongoing contact with the introducing broker-dealer or financial consultant ensures the ability to maintain individualized investment services.

CCM is available for direct telephone conversations with clients at the request of the introducing broker or financial consultant. CCM also is available for in-person, one-on-one meetings when appropriate.

CCM engages in Fixed Income Impact Strategies, which is described in greater detail in Item 8 below and may offer other customized fixed income strategies.

As of December 31, 2023, CCM managed \$4,995,503,762 in assets on a discretionary basis.

## ITEM 5. Fees and Compensation

CCM's fixed income impact strategy annual fees for direct (non-sub-advisory) separately managed accounts are payable quarterly in arrears based upon the calendar quarter market value either as provided by the pricing agencies utilized by CCM or by the custodian when mandated by contract according to the following standard schedule:

<u>Assets under Management</u>	<u>Annual Fee as a Percentage of Assets</u>
First \$25,000,000	0.40%
Next \$25,000,000	0.30%
Next \$50,000,000	0.25%
Balance	0.20%

The minimum for direct separately managed accounts is \$10 million. Minimums may be waived in certain circumstances.

CCM's fixed income agency mortgage-backed securities impact strategy annual fees for direct (non-sub-advisory) separately managed accounts are payable quarterly in arrears based upon the calendar quarter market value either as provided by the pricing agencies utilized by CCM or by the custodian when mandated by contract according to the following standard schedule:

<u>Assets under Management</u>	<u>Annual Fee as a Percentage of Assets</u>
First \$25,000,000	0.30%
Next \$25,000,000	0.25%
Next \$50,000,000	0.20%
Balance	0.15%

The minimum for direct separately managed accounts is \$25 million. Minimums may be waived in certain circumstances.

CCM's fixed income impact strategy annual fees for sub-advisory and dual contract separately managed accounts are payable monthly in arrears based upon the calendar quarter market value provided by the custodian (including wrap sponsors) according to the following standard schedule:

<u>Assets under Management</u>	<u>Annual Fee as a Percentage of Assets</u>
First \$25,000,000	0.40%
Next \$25,000,000	0.30%
Next \$50,000,000	0.25%
Balance	0.20%

The minimums for sub-advisory and dual contract SMAs are \$2 million. Minimums may be waived in certain circumstances.

CCM's fixed income impact strategy annual fees for separately managed wrap accounts in UMA Unified Managed Accounts are payable monthly in arrears based upon the calendar quarter market value provided by the wrap sponsors according to the following standard schedule:

Annual Fee	0.30%
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The minimum for UMA accounts is \$1 million for single-style accounts or \$2 million for multi-style accounts.

Fees for providing investment advisory services to wrap program accounts are determined by an agreement between CCM and the introducing broker dealer, program sponsor, or financial consultant. The introducing program sponsors typically collect the total wrap fee on a quarterly basis and remit CCM's portion. However, under some contractual agreements, the introducing broker and CCM each charge and collect a separate fee for their services. Fees are due on a pro rata basis upon termination of the agreement by the client. A client may terminate the contract at will, and there is usually a requirement to file thirty days written notice. Termination clauses provided by the program master agreements may vary. Lower fees for services comparable to those offered by CCM may be available from other firms.

Fees for partial periods are prorated accordingly.

CCM can negotiate fees. CCM can offer fees that differ from its published rates for charitable clients, for employees and their families, for clients with unusual portfolios or service needs, and as required for competitive reasons. All deviations from published rates are subject to review and must be approved in advance by CCM's President. Fees for separate accounts are charged according to the above schedules and are either deducted from client's assets or invoiced as directed by each client on a quarterly basis, or as described above with respect to wrap program account fees. To the extent that a client's assets are invested in mutual funds, including ETFs, the client will indirectly incur any investment management fees that are charged to the mutual funds by their investment managers. Separate account assets are not invested in any funds managed by CCM.

For the affiliated Registered Funds, fees are computed daily and paid monthly and are calculated at annual rates based on the average daily net asset value of the Registered Funds. Currently, CCM is paid investment advisory fees in arrears. See each Registered Fund's prospectus and SAI for associated fee information on file with the SEC.

A client can terminate an investment advisory agreement at any time on written notice and CCM can terminate the agreement after thirty days' written notice. Upon such notification, the portfolio will be valued, and the fee prorated for the period elapsed since the last billing. CCM or the affiliated Registered Funds can terminate the investment advisory agreement on 60 days' written notice to the other party.



From time to time, CCM will provide non-investment-related advice and education with regard to the implications of the Community Reinvestment Act of 1977. CCM has a special servicing agreement with respect to a particular share class (“CRA Shares”) of The CCM Community Impact Bond Fund whereby it charges an additional fee for this type of advice and education.

In addition to CCM’s fees discussed above, clients might incur transaction costs. See the section titled “Brokerage Practices” below.

## **ITEM 6. Performance-Based Fees and Side-By-Side Management**

CCM does not receive performance-based fees.

## **ITEM 7. Types of Clients**

CCM provides investment supervisory services to financial advisors, banks or thrift institutions, investment companies, pooled investment vehicles, pension and profit-sharing plans, trusts, estates or charitable organizations, corporations or other business entities and individuals.

CCM requires a minimum investment of \$10,000,000 for a direct (non-sub-advisory) separate account, which might be waived in certain circumstances. CCM can accept accounts which are lower than its published minimums for charitable clients, for employees and their families, for clients with unusual portfolios or service needs, and as required for competitive reasons. All deviations from published rates are subject to review and must be approved in advance by CCM’s President. Account minimums for wrap programs are determined by the wrap sponsor and will likely be lower than CCM’s direct (non-sub-advisory) separate account minimum.

## **ITEM 8. Methods of Analysis, Investment Strategies and Risk of Loss**

### METHODS OF ANALYSIS

### CCM’s IMPACT AND ESG POLICY

CCM believes that a fully integrated portfolio, one that includes impact and environmental, social, and governance (ESG) factors, can deliver strong financial performance while simultaneously having positive long-term economic and sustainable outcomes.

### **Fixed Income Impact Approach**

CCM invests in bonds where the investment team must have a high degree of confidence that the use of, or intent of, proceeds will result in positive environmental and/or societal outcomes as defined by one or more of our impact themes or that the issuing entity supports one or more of our impact themes.

### **1. Use of Proceeds Due Diligence**

- Impact bonds where the capital is financing positive environmental and/or social outcomes at time of issuance. The investment team must have a high degree of confidence with:
  - The use of proceeds and how it is supporting one or more of CCM’s impact themes.

- The use of proceeds and how it is having positive environmental and/or societal outcomes to people and communities.
- Impact bonds where the capital is financing positive environmental and/or social outcomes tied to future projects. The investment team must have a high degree of confidence with:
  - The use-of-proceeds intent and how it supports one or more of CCM's impact themes.
  - The project selection criteria and process.
  - The use of proceeds meeting its original intent and that the issuing entity is reporting in the stated time frame.

## **2. Issuer Due Diligence**

- The investment team must have a high degree of confidence with:
  - The issuer and its track record.
  - The issuer reporting and/or any supplemental third party impact and ESG research.
  - How the entity supports one or more of CCM's impact themes.

## **Fossil Fuel Free Framework**

CCM invests in securities that we consider to be fossil fuel free.

- We may invest in a bond whose use of proceeds will be used to finance activities or projects in clean and renewable energy or other activities that may contribute to the transition to a more sustainable economy, even if the issuer's revenue or profits are partially derived from the fossil fuel sector.
- We do not invest in bonds where the use of proceeds supports extracting, producing, processing, or refining the fossil fuels of oil, gas, and coal.
- We do not invest in bonds where the use of proceeds supports storage, transportation, exploration, or production of carbon-related fuels or energy sources.

## **Customization**

Clients meeting minimum requirements can tailor their capital to support specific geographies, impact themes, or impact initiatives.

## **Reporting**

We report on the expected impact and detail what we believe are the qualitative benefits of the investment.

*CCM's impact and ESG policy is for clients incorporating impact and ESG investing into their portfolios. Each client is subject to their respective investment management agreement (IMA), which may not include impact.*

## RISK OF LOSS

Noteworthy portfolio risks include the following:

### FIXED INCOME RISKS:

- *Interest Rate Risk.* Generally, the prices of fixed-income debt securities tend to move in the opposite direction of interest rates. When rates are rising, the prices of debt securities tend to fall. When rates are falling, the prices of debt securities tend to rise.
- *Credit Risk.* The value of debt securities also depends on the ability of issuers to make principal and interest payments. If an issuer cannot meet its payment obligations or if its credit rating is lowered, the value of its debt securities will fall. The ability of a state or local government issuer to make payments can be affected by many factors, including economic conditions, the flow of tax revenues and changes in the level of federal, state, or local aid. Some municipal obligations are payable only from limited revenue sources or private entities.
- *Prepayment Risk.* Prepayments of principal on mortgage-backed securities may tend to increase due to refinancing of mortgages as interest rates decline. When this occurs, the portfolios may lose a portion of its principal investment to the extent the portfolio paid any premium for a security. In addition, the portfolio's yield may be affected by reinvestment of prepayments at lower rates than the original investment. The portfolio may sell securities that it has held for less than one year. When it does so, the portfolio may realize short-term capital gains, which are taxed at higher rates than long-term capital gains.
- *Futures Risk.* Futures contracts, swaps and certain other derivatives provide the economic effect of financial leverage by creating additional investment exposure, as well as the potential for greater loss. If the strategy uses leverage through activities such as borrowing, entering into short sales, purchasing securities on margin or on a "when-issued" basis or purchasing derivative instruments in an effort to increase its returns, it has the risk of magnified capital losses that occur when losses affect an asset base, enlarged by borrowings or the creation of liabilities. Leverage may involve the creation of a liability that requires the portfolio to pay interest.
- *Commodities Risk.* Exposure to the commodities markets may subject the strategies to greater volatility than investments in traditional securities. The value of commodity-linked derivative investments may be affected by changes in overall market movements, commodity index volatility, changes in interest rates, or sectors affecting a particular industry or commodity.
- *Liquidity in Financial Markets.* The financial markets in the United States and elsewhere may experience a variety of difficulties and changed economic conditions over time. Reduced liquidity in equity, credit and fixed-income markets may adversely affect many issuers worldwide. This reduced liquidity also may result in more difficulty in obtaining

financing by issuers. In addition, these conditions could lead to reduced demand for the securities in which CCM invests, which may in turn decrease the value of managed assets. Because the securities held by CCM are marked to market and fluctuate in value based on supply and demand, reduced liquidity in the markets for certain securities could depress the value of the assets managed by CCM to less than their intrinsic value and may also make it difficult for the security or instrument to be valued.

- *Private Placement Risk:* Investments in unlisted securities have a higher level of risk than exchange-listed securities due to a number of factors, including but not limited to, the age of the issuer, its financial history, the industry in which it operates, the experience of management, limited or nonexistent liquidity, restrictions on resale of the investment, and many other factors.

OTHER POTENTIAL RISKS:

*Cybersecurity.* With the increased use of technology, CCM is susceptible to operational, information security and related risks. In general, cyber incidents can result from deliberate attacks or unintentional events. Cyber-attacks include, but are not limited to, gaining unauthorized access to digital systems for purposes of misappropriating assets or sensitive information, corrupting data, or causing operational disruption. Cyber incidents impacting CCM have the ability to cause disruptions and impact business operations, potentially resulting in the inability to transact business, financial losses, violations of applicable privacy and other laws, regulatory fines, penalties, or reputational damage. While CCM has established a business continuity plan, risk management systems, and an Information Security program, including a cyber risk assessment and information security policies and procedures (all intended to identify and mitigate cyber incidents), there are inherent limitations in such plans and systems including the possibility that certain risks have not been identified. Furthermore, CCM cannot control the cybersecurity plans and systems put in place by third party service providers and issuers in which client portfolios invest. As a result, clients could be negatively impacted.

*Market Risk.* All investment portfolios are affected by changes in the economy and swings in investment markets. Investing in securities involves a risk of loss that clients should be prepared to bear.

*Fair Valuation.* It is CCM's policy to ensure the proper valuation of all securities purchased and held for the benefit of its clients. In general, when the market value of a security is readily available, CCM shall rely on pricing services to determine the value of securities. In this connection, CCM is authorized to engage the services of one or more qualified independent pricing services to value securities. Differing pricing services for each type of security may be selected. When market value is not readily available, the value obtained is deemed to be unreliable, or there is a significant event affecting the value of a security, the "fair value" of a security is determined by the Valuation Designee Representative and reviewed by the Investment, Trading & Valuation Committee, taking

into account various factors as recommended by applicable regulatory authorities, including the SEC. The fair value of a security may differ from its actual sales price at the time of sale.

*Impact of Disease Pandemics.* The outbreak of an infectious disease in the United States or elsewhere, such as the novel coronavirus (e.g., “COVID-19”), together with any resulting travel restrictions or quarantines, could result in disruptions to CCM and/or third-party service providers on which CCM relies. Given that the nature, timing, and severity of an outbreak is unknown, the extent to which an epidemic might impact CCM, its investments, or its advisory operations is uncertain. In addition to impacting CCM and its third-party providers, a pandemic may, and most likely will, have a negative impact on the economy and business activity in the United States and worldwide leading to potential significant disruption, volatility, and potential losses across financial markets. Clients of CCM must be prepared for such potential losses and while CCM has processes in place to ensure business continuity and to monitor the performance of its vendors and underlying investments, the uncertainty around the nature, type, breadth, and duration of an epidemic and the overall potential impact to CCM’s operations and client investments is unclear.

## **ITEM 9. Disciplinary Information**

There are no material legal or disciplinary events.

## **ITEM 10. Other Financial Industry Activities and Affiliations**

CCM has engaged Foreside Fund Services, LLC (“Foreside”) to carry registered representative or principal licenses of those supervised persons of CCM who will service or assist in the offering of the shares of a Registered Fund. Currently there are 11 CCM supervised persons who are Registered Representatives with Foreside. CCM serves as the investment adviser to the Registered Funds which are registered investment management companies. Stefanie Jane Little is CCM’s Chief Compliance Officer. Ms. Little is a non-practicing lawyer and is the President of Little Consulting Group, Inc. (“LCG”), a compliance consulting firm located in Elkton, Maryland. Ms. Little is also a Managing Member of LCG’s affiliate, Chenery Compliance Group LLC (“CCG”) located in Wayne, Pennsylvania. CCM and the Trusts have entered into Compliance Services Agreements with LCG pursuant to which compliance services are performed, including the designation of Ms. Little as CCM’s Chief Compliance Officer as well as the Chief Compliance Officer for the Community Capital Trust and the Quaker Investment Trust.

## **ITEM 11. Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

CCM and its supervised persons owe a fiduciary duty that client interests be placed ahead of personal or business interests. In an effort to ensure that CCM develops and maintains a reputation for integrity and high ethical standards it has adopted a Code of Ethics that establishes the standard of business conduct that all supervised persons must follow. The Code of Ethics also addresses personal trading and investments by access persons. Specifically, before transacting in any

securities (other than those considered exempt pursuant to SEC guidance and industry standard practices), access persons must obtain pre-clearance. Absent extraordinary circumstances, pre-clearance is denied in instances where a trade order has been placed for a client account in the same issuer for the day of the trade and one day on either side. In addition, pre-clearance is required for any private placements, initial public offerings, or initial coin offerings to ensure that opportunities of limited availability are first afforded to clients where appropriate. Access persons are required to acknowledge at hire and annually thereafter that they have received, read, and understood the Code of Ethics and that they agree to comply with it in all respects. Additionally, access persons submit a report of their personal transactions on a quarterly basis and arrange for electronic feeds of their personal trading holdings and transactions to be submitted to CCM's personal trading database. A copy of the Code of Ethics is available to any client or prospective client upon request.

## **ITEM 12. Brokerage Practices**

The Chief Investment Officer oversees the determinations of the Investment, Trading & Valuation Committee, which is responsible for the oversight of brokerage practices, among other functions described in this document.

CCM requests that discretionary clients provide it with written authorization to determine which securities are bought or sold and the amounts thereof as well as the broker or dealer to be utilized. CCM will select those brokers or dealers that will provide the best price and execution under the circumstances. Best price is normally an important factor in this decision, but the selection also takes into account the quality of brokerage services, including such factors as acting as originator, underwriter or market maker for relevant issues; quality of overall execution services provided by the broker-dealer; commission and transaction fees charged by the broker-dealer; promptness of execution; creditworthiness and business reputation of the broker-dealer; research (if any) provided by the broker-dealer; promptness and accuracy of oral, hard copy or electronic reports of execution; ability and willingness to correct errors; promptness and accuracy of confirmation statements; ability to access various market centers; the broker-dealer's facilities, including any software or hardware provided to CCM; any expertise the broker-dealer might have in executing trades for the particular type of security; reliability of the broker-dealer; if applicable, the ability of the broker-dealer to use electronic trading networks to gain liquidity, price improvement, lower commission rates and anonymity; and review of financial reports of the broker-dealer. Accordingly, transactions might not always be executed at the lowest available price or commission. Typically, commissions are not generated on fixed income transactions and transaction costs are built into the execution price. CCM has engaged a third-party execution monitoring firm to ensure that it continuously assesses its execution quality against industry metrics. Transaction cost reporting is reviewed on at least a quarterly basis by the Investment, Trading & Valuation Committee.

CCM's fiduciary duty to clients is especially evident when it comes to correcting errors made in placing trades for clients. A trade error is considered to have occurred if the order executed for a client materially differs from the trade instructions for that client (for reasons other than customary allocation of unfilled or partially filled orders) to the detriment of that client. It is CCM's policy that when correcting a trading error, the client cannot be disadvantaged, therefore they must be made "whole."

CCM is authorized to purchase or sell securities between client accounts (known as a cross transaction) in accordance with applicable law. Clients are notified and provided with the transaction details in the event their account is either the purchaser or seller in a cross transaction on a quarterly basis. Upon written notice to CCM, clients can revoke their consent to cross transactions at any time. Generally, CCM will engage in cross trades when securities that are no longer warranted within one portfolio would benefit another client, thus reducing trading costs for both sides of the transactions.

CCM from time to time might purchase securities with a forward settlement date, including most mortgage-backed securities. These securities might not have a recognizable CUSIP or pool number and might not be reflected in a client's portfolio by its custodian until the settlement date. The securities are reflected within CCM's records which are based upon trade-date accounting principles. These forward settling securities might require the provision of collateral, usually in the form of margining.

On occasion, a security might be purchased for multiple accounts with the order for said security aggregating the accounts into a single trade. Such trades are generally allocated on a pro rata basis, unless circumstances (e.g., a partially filled order) warrant a different approach. Allocations on a basis other than pro rata are performed as required in CCM's compliance manual. These activities are overseen by the Investment, Trading & Valuation Committee, and the Chief Investment Officer.

Other than as noted below with respect to wrap programs, CCM does not accept brokerage direction from advisory clients due to the inherent limitations on trading venues given certain security types in which the Adviser transacts.

When CCM is hired to manage assets through a wrap program, CCM is generally encouraged to direct account brokerage transactions to the sponsor or another broker-dealer designated by the sponsor, except where CCM believes trading away is warranted. The sponsor's goals for directed brokerage are to streamline trade execution and prevent additional transaction charges outside of the wrapped fee. Although CCM seeks to achieve the best trade execution for all of our accounts, in the case of directed brokerage accounts, CCM has less control and there is no guarantee that CCM can achieve optimal execution when trading within wrap programs. Also, CCM may not be able to obtain the ideal pricing for these types of accounts, as CCM is unable to aggregate the trades from these accounts with those of other clients of CCM. Trading away from directed brokerages is allowed and CCM trades away in situations where there are inherent limitations on

trading venues given certain security types in which the Adviser transacts. Wrap program clients should consult with the sponsor of their particular wrap program to determine that the direction of brokerage provided for under the wrap program is reasonable in relation to the benefits received.

### **ITEM 13. Review of Accounts**

Accounts are monitored by the Chief Investment Officer and the Investment, Trading & Valuation Committee on at least a quarterly basis. Portfolio valuations, portfolio holdings, portfolio changes and reports on investment policies are provided in writing at least quarterly and more frequently if requested by client. Dual contract clients receive standard separate account quarterly reports (or if requested monthly). Reporting for traditional wrap accounts is provided by the wrap sponsor.

### **ITEMS 14. Client Referrals and Other Compensation**

CCM can enter into written agreements with unaffiliated solicitors. Solicitors of governmental plans must be registered as a Broker-Dealer or an Investment Adviser Representative in order to do business with CCM. CCM will generally pay the solicitor a percentage of all fees received by CCM from an investment advisory client for a period of twelve quarters following the date that the client retained CCM assuming that such retention occurred during the term of the agreement between CCM and the solicitor. Such payment will not reduce the amount invested by a solicited investor.

CCM is also reimbursed for its marketing efforts made on behalf of the CCM Community Impact Bond Fund under the 12b-1 Plans for the Community Capital Trust.

### **ITEM 15. Custody**

U. S. Bank National Association serves as the custodian to the Registered Funds. All other separate account clients designate their own custodian and set up their own custodial accounts. Wrap program accounts are custodied with the broker-dealer wrap sponsor and receive all statements from them. Non-wrap separate account custodians supply quarterly statements. Clients should carefully review those statements and compare them with separate account statements sent by CCM. Differences might arise on account of variation in the pricing sources as well as differences in accounting (trade date versus settlement date) utilized by the custodians and CCM.

### **ITEM 16. Investment Discretion**

CCM accepts discretionary authority to manage securities accounts on behalf of clients and requests that discretionary clients provide it with written authorization to determine which securities are bought or sold. Clients can impose guidelines or restrictions on this authority, subject to CCM's ability to effectively manage the portfolio. Management of an account is contingent on the receipt of an executed investment management agreement and various documentation indicating authorized signatories depending on an account's legal structure.



## **ITEM 17. Voting Client Securities**

CCM has established an Investment, Trading & Valuation Committee with authority to supervise the implementation and administration of the proxy policy, among other functions.

For non-ERISA separate account clients, CCM states in its Advisory Agreement whether or not it is responsible for voting proxies. For traditional wrap or dual contract accounts, proxy voting responsibility is set forth within the associated agreements. If CCM undertakes to vote proxies, its fiduciary duty requires CCM to vote proxies in the best interest of its clients.

It is CCM's policy, where it has accepted responsibility to vote proxies on behalf of a particular client, to vote such proxies in the best interests of its clients and ensure that the vote is not the product of an actual or potential conflict of interest. For clients that are subject to ERISA, it is CCM's policy to follow the provisions of the plan's governing documents in the voting of plan securities, unless CCM determines that to do so would breach its fiduciary duties under ERISA. Additionally, with respect to securities held in any of the Registered Funds' portfolios, CCM will vote proxies related to such securities in a manner that is consistent with the interests of the Registered Funds. CCM will comply with the Registered Fund's proxy policies if the Board of Trustees has adopted such policies. Clients can obtain a copy of CCM's proxy voting policies and procedures upon request.

Except for the Registered Funds, CCM will not take action or render advice involving legal action on behalf of a Client with respect to securities or other investments held in a Client's account or the issuers thereof, which become the subject of legal notices or proceedings, including securities class actions and bankruptcies.

## **ITEM 18. Financial Information**

CCM does not require or solicit prepayments of more than \$1,200 in fees per client six months or more in advance.

There is no financial condition that is reasonably likely to impair CCM's ability to meet contractual commitments to clients.

CCM has not been the subject of a bankruptcy petition within the past 10 years.