

**Indiana Housing and Community Development Authority (IHCDA)  
2012-2013 Neighborhood Assistance Program (NAP)  
CLOSE OUT REPORT**

Organization:	
Program Number:	NP-012-
CEO:	
Contact Name:	
Phone Number:	
Mailing Address:	
E-Mail Address:	
Counties Served:	

\_\_\_\_\_

Signature of Authorized Signatory

\_\_\_\_\_

Date

**Section A. Utilization of Tax Credits**

Original NAP Tax Credit Allocation:	
Total De-Allocation:	
Total Re-Allocation:	
Total Tax Credits Sold During NAP 2012-2013 Fiscal Year:	

Total Tax Credits Sold by Mid-Year Report (January 10, 2013):	
Total Tax Credits Sold by Year-End Report (June 06, 2013):	

**Section B. Project Progress Report**

Please complete Section B with information to accurately represent your activity. The questions and tables below are set up so that every organization has a place to show the outcomes of their activity. Therefore, some questions and tables will be left blank.

**1(a). Primary Activity – Services or Affordable Housing**

<i>Please double-click the box to see the service selections</i>	Beneficiaries Served During NAP FY 2012-2013:	Percentage Increase from Previous Year in Beneficiaries Served:
Primary Service:		

**1(b).** Was the number of actual beneficiaries for each of your services what your organization had anticipated for the NAP 2012-2013 Fiscal Year?

Yes  No  N/A

If no, please provide an explanation.

**2(a). Primary Activity – Affordable Housing, Rehabilitation, Revitalization, Emergency Food Assistance**

Number of New Housing Units Completed During NAP FY 2012-2013:		Percentage Increase from previous year:
Number of Rehabilitated Units Completed During NAP FY 2012-2013:		Percentage Increase from previous year:
Number of Revitalized Units or Buildings in Community During NAP FY 2012-2013:		Percentage Increase from previous year:
Number of Buildings Newly Constructed or Expanded To Date During NAP FY 2012-2013:		Percentage Increase from previous year:
Emergency Food Assistance During NAP FY 2012-2013:	Pounds of Food Distributed	Percentage Increase from previous year:
	Number of Meals Served	Percentage Increase from previous year:

**2(b).** Was the number of units/buildings constructed or emergency food assistance provided what your organization had anticipated for the NAP 2012-2013 Fiscal Year?

Yes  No  N/A

If no, please provide an explanation.

**3. Primary Activity – Counseling Services or Educational Assistance if applicable:**

Please complete this table if the purpose of the NAP activity was to decrease the “student” to “teacher” ratio. “Student” to “teacher” is used in a broad sense and may refer to counselor to child, case manager to individual, etc. depending on your activity.

“Student” to “Teacher” Ratio at the beginning of NAP Fiscal Year:	
“Student” to “Teacher” Ratio at the end of NAP Fiscal Year:	
Percentage Decrease in “Student” to “Teacher” Ratio at the end of NAP FY 2012-2013:	

**4. All organizations:** Has your organization's NAP project been completed or will be complete by June 30, 2014?

Yes  No

If no, please provide an explanation.

**Section C. Contribution Report**

**1.** Did your organization experience any difficulties utilizing your full NAP tax credit allocation?

Yes  No

Please provide an explanation if your organization did not meet the tax credit utilization requirement in any of the four quarters or was de-allocated at any point this fiscal year.

**2. NAP Influence on Contributions**

Percentage of New Donors: *	
Percentage Increase in Charitable Giving: **	

\* Percentage of New Donors: We are looking for the percentage of new donors as a result of your NAP tax credit award. Therefore, you should take the number of people or businesses that have contributed for the first time to your organization in **FY 11-12** due to the fact that they are receiving a tax credit - and divide that number by the overall total number of donors you had in **FY 12-13**.

Formula for Percentage of New Donors:  $A = (B / C) \times 100$

A = Percentage of new donors

B = Number of new donors

C = Total number of donors

*Example:*

Number of new donors (B) = 20

Total number of donors (C) = 200

Percentage of New Donors =  $(20 / 200) \times 100$

Percentage of New Donors =  $0.1 \times 100$

Percentage of New Donors = 10%

\*\* Percentage Increase in Charitable Giving: We are looking for the percentage increase in donations as a result of your NAP tax credit award.

Formula for Percentage Increase in Charitable Giving:  $A = ((B - C) / C) \times 100$

A = Percentage Increase in Charitable Giving

B = Total revenue generated through contributions during 2012-2013 FY (NAP and otherwise)

C = Total revenue generated through contributions (NAP and otherwise) during 2011-2012 FY or most recent FY that the organization did not receive NAP tax credits

B minus C = total, Divide that total by C and then multiply by 100 to get a percentage. This will give the total percentage increase in donations as a result of NAP tax credits.

*Example:*

Total revenue generated through contributions during 2012-2013 FY (B) = \$100,000

Total revenue generated through contributions during 2011-2012 FY (C) = \$90,000

Percentage Increase in Charitable Giving =  $(100,000 - \$90,000) / \$90,000$

Percentage Increase in Charitable Giving =  $\$10,000 / \$90,000$

Percentage Increase in Charitable Giving = 11.11%