

**Indiana Housing and Community Development Authority (IHCDA)  
2010-2011 Neighborhood Assistance Program (NAP)  
CLOSE OUT REPORT**

Organization:	
Program Number:	NP-010-
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 2010-2011 Fiscal Year:	

  

Total Tax Credits Sold by Mid-Year Report (1 <sup>st</sup> & 2 <sup>nd</sup> quarters):	
Total Tax Credits Sold by Year-End Report (3 <sup>rd</sup> & 4 <sup>th</sup> quarters)	

**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 2010-2011:	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 2010-2011 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 2010-2011:		Percentage Increase from previous year:
Number of Rehabilitated Units Completed During NAP FY 2010-2011:		Percentage Increase from previous year:
Number of Revitalized Units or Buildings in Community During NAP FY 2010-2011:		Percentage Increase from previous year:
Number of Buildings Newly Constructed or Expanded To Date During NAP FY 2010-2011:		Percentage Increase from previous year:
Emergency Food Assistance During NAP FY 2010-2011:	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 2010-2011 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 2010-2011:	

**4. All organizations:** Has your organization's NAP project been completed or will be complete by June 30, 2012?

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 09-10** 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 10-11**.

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 2010-2011 FY (NAP and otherwise)

C = Total revenue generated through contributions (NAP and otherwise) during 2007-2010 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 2010-2011 FY (B) = \$100,000

Total revenue generated through contributions during 2009-2010 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%