

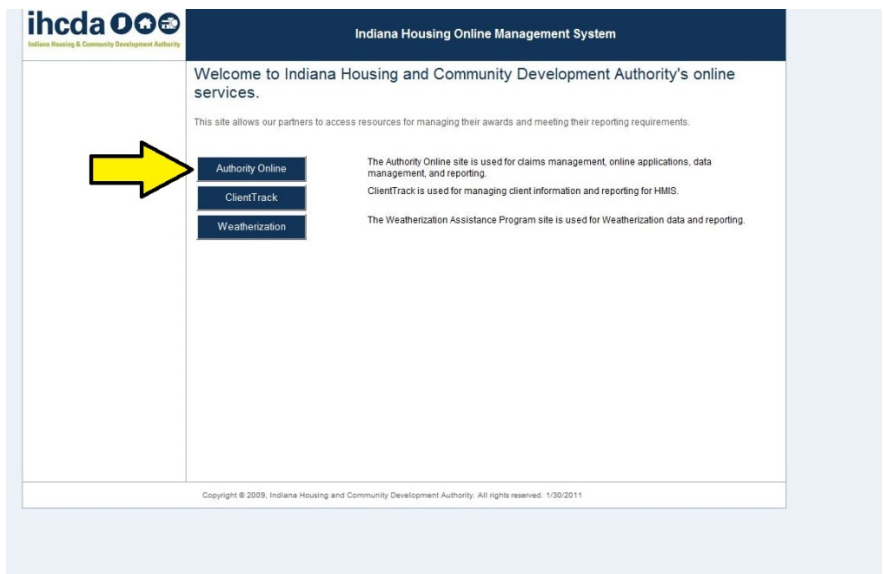
2013 Neighborhood Assistance Program Electronic Report Tutorial

This guide will provide instructions for NAP Participant Organizations in filing the Mid-Year Report, which is due on January 6, 2014 and the End-of-Year Report, which is due June 6, 2014.

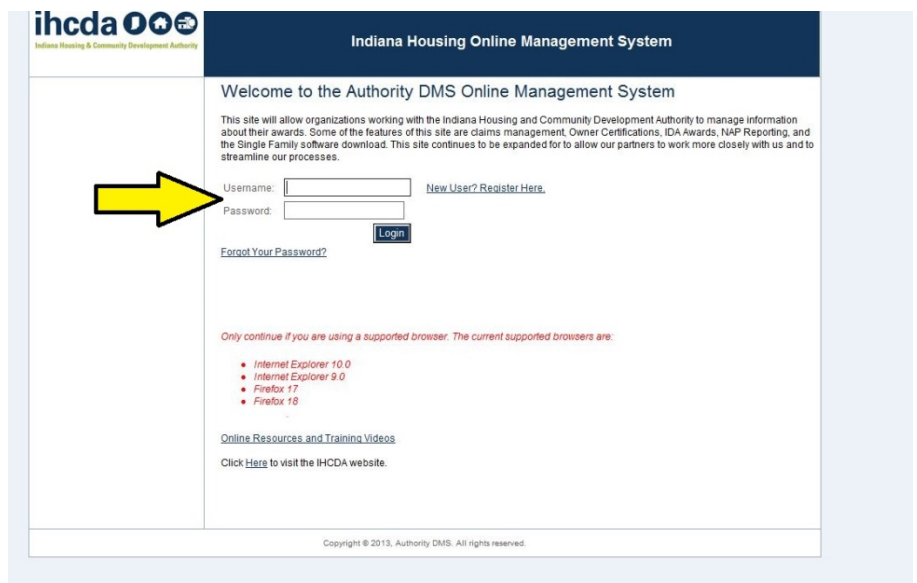
1. Direct your web browser to
<http://www.IHCDAOnline.com>



2. Select "Authority Online."

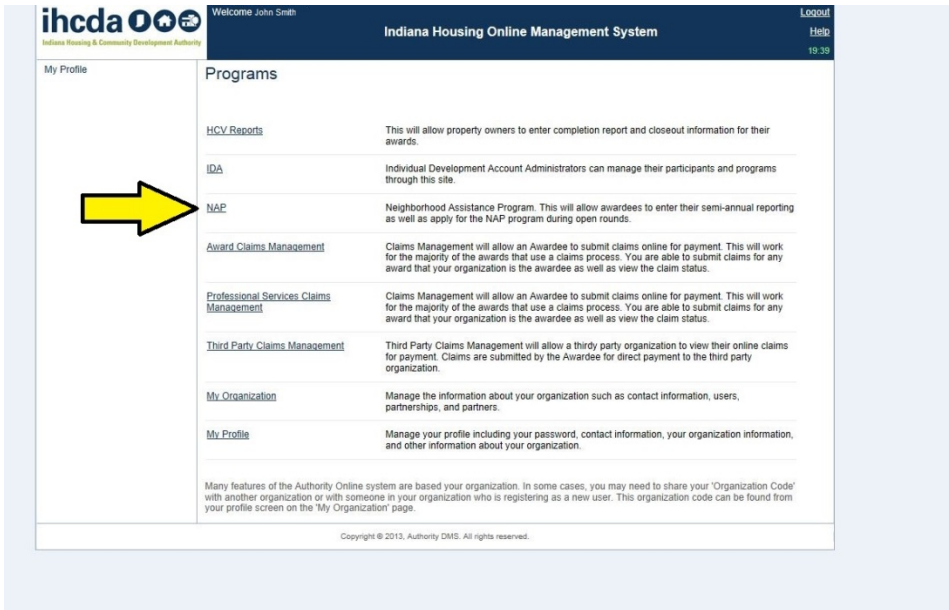


3. Enter your username and password. Then select the button labeled "Login."



IHCDA Neighborhood Assistance Program Mid-Year Report Tutorial

4. Select the link "NAP."



The screenshot shows the IHCDA Indiana Housing Online Management System interface. On the left, there is a 'My Profile' sidebar. The main content area is titled 'Programs' and lists several links with descriptions:

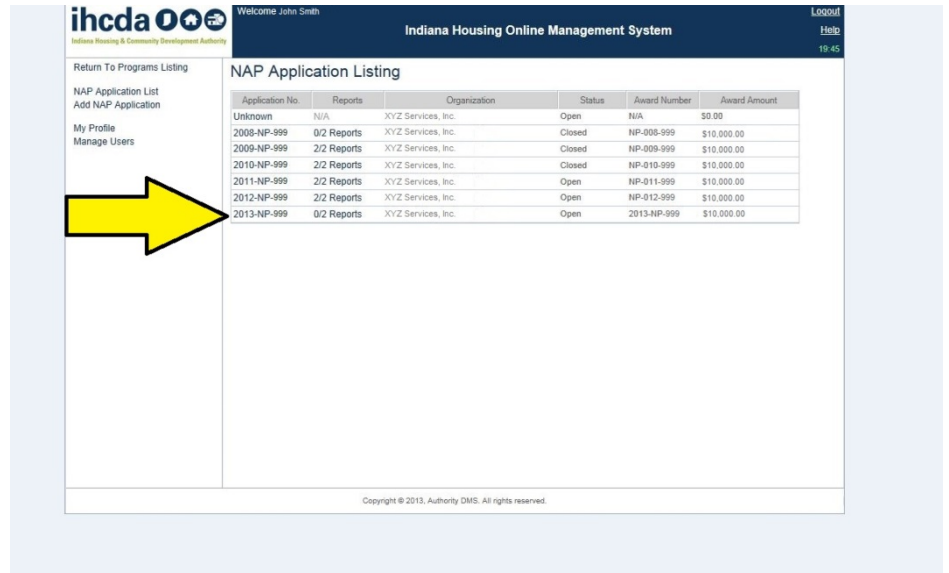
- [HCV Reports](#): This will allow property owners to enter completion report and closeout information for their awards.
- [IDA](#): Individual Development Account Administrators can manage their participants and programs through this site.
- [NAP](#): Neighborhood Assistance Program. This will allow awardees to enter their semi-annual reporting as well as apply for the NAP program during open rounds. (Highlighted with a yellow arrow)
- [Award Claims Management](#): Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.
- [Professional Services Claims Management](#): Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.
- [Third Party Claims Management](#): Third Party Claims Management will allow a third party organization to view their online claims for payment. Claims are submitted by the Awardee for direct payment to the third party organization.
- [My Organization](#): Manage the information about your organization such as contact information, users, partnerships, and partners.
- [My Profile](#): Manage your profile including your password, contact information, your organization information, and other information about your organization.

Many features of the Authority Online system are based your organization. In some cases, you may need to share your 'Organization Code' with another organization or with someone in your organization who is registering as a new user. This organization code can be found from your profile screen on the 'My Organization' page.

Copyright © 2013, Authority DMS. All rights reserved.

5. Select the appropriate project number.

Note: For projects that began in 2013, the project number will begin with "2013-NP"

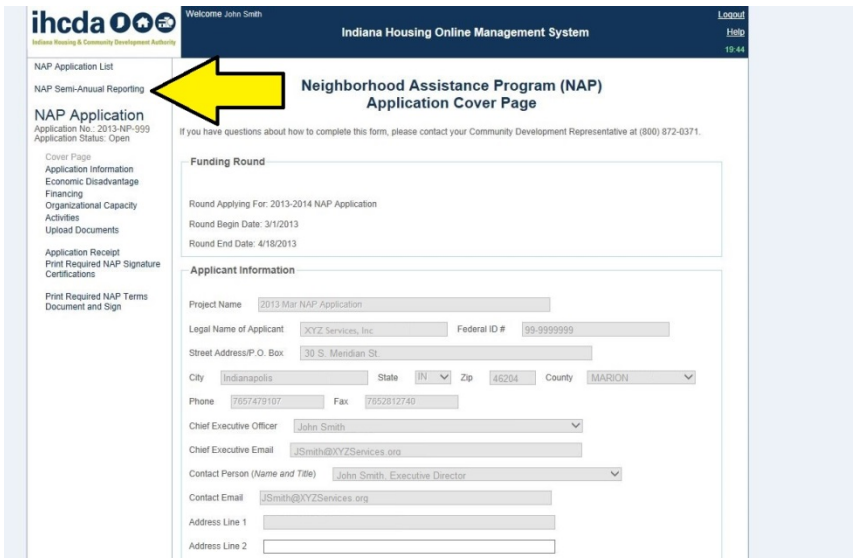


The screenshot shows the 'NAP Application Listing' page. On the left, there is a sidebar with links: 'Return To Programs Listing', 'NAP Application List', 'Add NAP Application', 'My Profile', and 'Manage Users'. The main content area displays a table of applications:

Application No.	Reports	Organization	Status	Award Number	Award Amount
Unknown	N/A	XYZ Services, Inc.	Open	N/A	\$0.00
2008-NP-999	0/2 Reports	XYZ Services, Inc.	Closed	NP-008-999	\$10,000.00
2009-NP-999	2/2 Reports	XYZ Services, Inc.	Closed	NP-009-999	\$10,000.00
2010-NP-999	2/2 Reports	XYZ Services, Inc.	Closed	NP-010-999	\$10,000.00
2011-NP-999	2/2 Reports	XYZ Services, Inc.	Open	NP-011-999	\$10,000.00
2012-NP-999	2/2 Reports	XYZ Services, Inc.	Open	NP-012-999	\$10,000.00
2013-NP-999	0/2 Reports	XYZ Services, Inc.	Open	2013-NP-999	\$10,000.00

Copyright © 2013, Authority DMS. All rights reserved.

6. On the left side of the screen, beneath the IHCDA logo, click the link named "NAP Semi-Annual Reporting."



The screenshot shows the 'Neighborhood Assistance Program (NAP) Application Cover Page'. On the left, there is a sidebar with links: 'NAP Application List', 'NAP Semi-Annual Reporting' (highlighted with a yellow arrow), 'NAP Application', 'Application Receipt', 'Print Required NAP Signature Certifications', and 'Print Required NAP Terms Document and Sign'. The main content area is titled 'Neighborhood Assistance Program (NAP) Application Cover Page' and contains the following information:

If you have questions about how to complete this form, please contact your Community Development Representative at (800) 872-0371.

Funding Round

Round Applying For: 2013-2014 NAP Application
 Round Begin Date: 3/1/2013
 Round End Date: 4/18/2013

Applicant Information

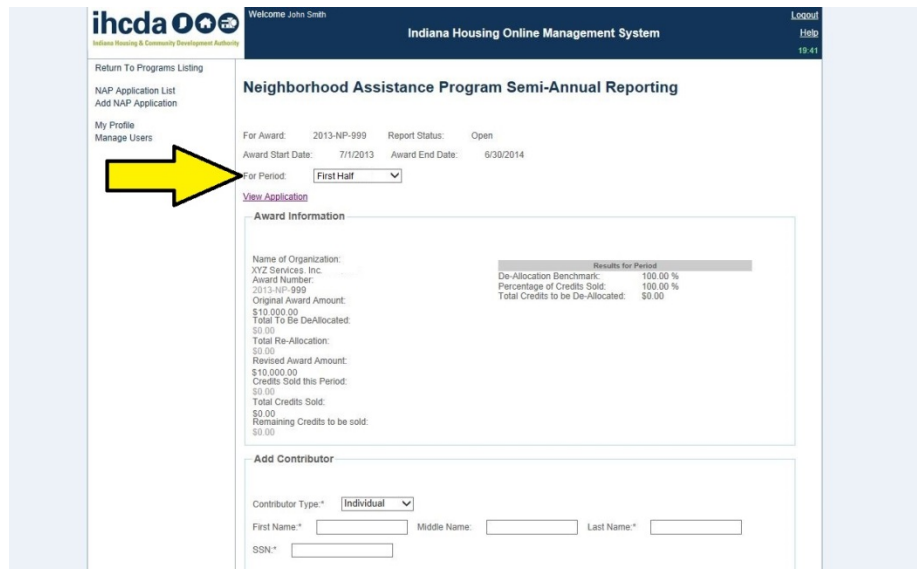
Project Name: 2013 Mar NAP Application
 Legal Name of Applicant: XYZ Services, Inc. Federal ID #: 99-9999999
 Street Address/P.O. Box: 30 S. Meridian St.
 City: Indianapolis State: IN Zip: 46204 County: MARION
 Phone: 765.747.9107 Fax: 765.281.2740
 Chief Executive Officer: John Smith
 Chief Executive Email: JSmith@XYZServices.org
 Contact Person (Name and Title): John Smith, Executive Director
 Contact Email: JSmith@XYZServices.org
 Address Line 1:
 Address Line 2:

IHCDA Neighborhood Assistance Program Mid-Year Report Tutorial

- Using the pull-down menu, ensure that the field labeled “For Period” shows the correct period.

For the Mid-Year Report (January 6, 2014) the box should read “First Half.”

For the End-of-Year Report (June 6, 2014) the box should read “Second Half.”



The screenshot shows the 'Neighborhood Assistance Program Semi-Annual Reporting' page. The 'For Period' dropdown menu is highlighted with a yellow arrow and is set to 'First Half'. The page displays various award information and a table for results.

Results for Period	
De-Allocation Benchmark:	100.00 %
Percentage of Credits Sold:	100.00 %
Total Credits to be De-Allocated:	\$0.00

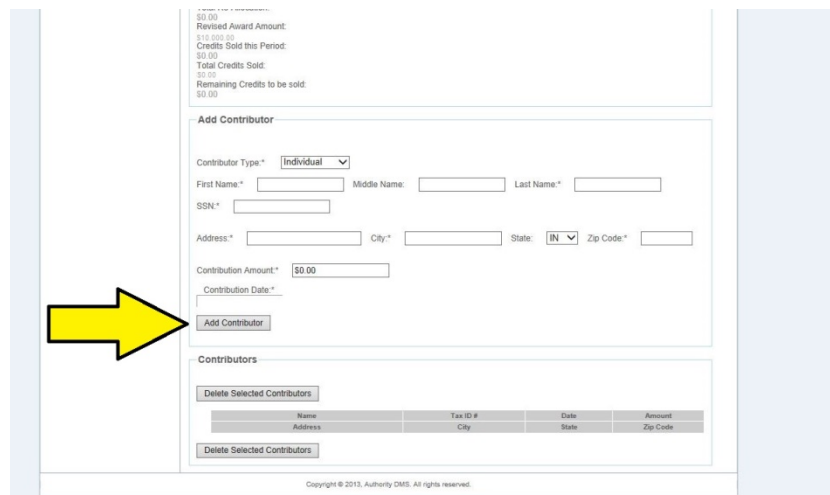
- Scroll down the page to the area labeled “Add Contributor.”

Select the “Contributor Type” (Individual or Business) and complete the form with the contributor’s information.

- When finished, click the button labeled “Add Contributor.”

- Repeat steps 8 and 9 until all your contributors have been entered.

- Scroll back up to the top of the page and select the button labeled “Submit Report.”



The screenshot shows the 'Add Contributor' form. A yellow arrow points to the 'Add Contributor' button. The form includes fields for Contributor Type, First Name, Middle Name, Last Name, SSN, Address, City, State, Zip Code, Contribution Amount, and Contribution Date.



The screenshot shows the 'Neighborhood Assistance Program Semi-Annual Reporting' page. A yellow arrow points to the 'Submit Report' button. The page displays various award information and a table for results.

Results for Period	
De-Allocation Benchmark:	60.00 %
Percentage of Credits Sold:	50.00 %
Total Credits to be De-Allocated:	\$0.00

Please contact Indiana Housing and Community Development Authority at (317)-232-7777 with any questions.