

Neighborhood Assistance Program Reporting Instructions

- Neighborhood Assistance Program Reporting Instructions 1
- Required NAP Reports 2
- Registering in IHCDOnline for the Benchmark Reports 3
- 60% Benchmark Report – Due January 19, 2022 8
- 100% Benchmark Report – Due April 20, 2022 15
- Expenditure Close-Out Report – Due September 26, 2022 19

Required NAP Reports

The following reports are required for the NAP Program:

1. 60% Benchmark Report
2. 100% Benchmark Report.
 - If an agency reports 100% of its donations with the 60% Benchmark Report, this report is not required to submit.
3. Expenditure Close-out Report

Report Name	Due Date	Report System
60% Benchmark Report	Wednesday January 19, 2022	IHCDAOnline
100% Benchmark Report	Wednesday April 20, 2022	IHCDAOnline
Close-Out Report	Monday, September 26, 2022	Jotform

Registering in IHCDOnline for the Benchmark Reports

First-time users will need to register for an account. First-time users from agencies that have never had an IHCD grant award will need to register for themselves AND their agency. **EACH USER MUST HAVE THEIR OWN ACCOUNT – DO NOT USE A COWORKER’S LOGIN INFORMATION, AS THAT IS A FORM OF FRAUD.**

1. Go to online.ihcda.in.gov to access the website
2. Choose “Authority Online”



ihcda Indiana Housing & Community Development Authority

Indiana Housing Online Management System

Welcome to Indiana Housing and Community Development Authority's online services.

This site allows our partners to access resources for managing their awards and meeting their reporting requirements.

- Authority Online**: The Authority Online site is used for claims management, online applications, data management, and reporting.
- DMS Online**: The DMS Online site is for the new single family homeownership reservation system starting 8/31/2017.
- ClientTrack**: ClientTrack is used for managing client information and reporting for HMIS.
- Weatherization**: The Weatherization Assistance Program site is used for Weatherization data and reporting.

3. First-time Users will have to click on the “New User? Register Here”



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Indiana Housing Online Management System

Welcome to the Authority DMS Online Management System

This site will allow organizations working with the Indiana Housing and Community Development Authority to manage information about their awards. Some of the features of this site are claims management, Owner Certifications, IDA Awards, NAP Reporting, and the Single Family software download. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes. If you are having problems logging in or creating a profile please email claims@ihcda.in.gov

Username: Password:

[New User? Register Here](#) 

[Forgot Your Password?](#)

4. Enter the Profile Information, including First Name and Last Name. Then enter your business email address and create a password. The default username will be your email, but you can change this if you wish only during the initial setup. **Once the username is established, it cannot be changed or reset.** User Passwords must be at least 7 characters and contain at least one number.

Registration

In order to gain access to this website, you must request it and

If your organization is already registered, please enter your organization or the HFA. This code will ensure that your registration

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use their business email address.

Username:

Password:

Confirm Password:

5. Next, if your organization is already registered in IHCDAOnline, enter its Organization Code (skip to step 7 if your organization is not registered);
 - i. Someone else that is already registered and connected to your organization can provide it to you. They would find it by logging in and selecting “My Organization” from the profile list. The organization page will load, and the Organization Code will be listed towards the top of the page.
 - ii. If no one at your organization has access to the code, you can email nap@ihcda.in.gov and request it.
 - iii. The code is important as it is what connects your personal account to your agency’s award information; without this code you will not have access to your agency’s awards and cannot submit corresponding claims or reports.

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use their business email address.

Username:

Password:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code: **Load**

My Organization is not registered

Organization Name:

6. Once you have entered your code, please select the **Load** button. This will populate the information in the organization area based upon the Organization Code entered. Please verify the information is correct.

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code:

My Organization is not registered



- If your organization has never used IHCDOnline before and is, therefore, not registered, please check the My Organization is not registered box.

Registration

In order to gain access to this website, you must request it and have it approved by the State. Please enter the following information:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use their business email address.

Username:

Password:

Confirm Password:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code:

My Organization is not registered

Organization

Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax: (optional)



- Enter your organization's information in the Organization Box below. This will also cause the Organization to be registered for future use.

My Organization is not registered

Organization

Name:

Address:

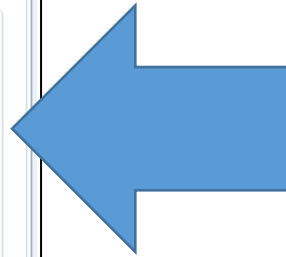
City:

State:

Zip Code:

Telephone:

Fax: (optional)



9. Select the Access Type needed by the user as described in Section 2 of this document; for IDA, choose Neighborhood Assistance Program Access. Once you have made the appropriate selections, click the **Next** button. Your Organization Administrator will review the requested access type and approve the specific access type(s) that best fit your needs. If no one at your agency knows who the Agency Administrator is, please email claims@ihcda.in.gov.

Fax: (optional)

Access Types

Please check the box next to the type of access you are requesting. You should *only* request access to the program(s) that you are *directly* involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.

Annual Owner Certification and 8609 Access for Rental Housing

Neighborhood Assistance Program Access for Community Development

Individual Development Account Access

Claim Management Access

HCV Access

Third Party Claims Access

Manage your organizations information and users



10. Review the Registration Summary screen. Please verify all information on this screen is correct. note that if you cancel at this point, all information will be removed from the Registration Screen. If it is all correct, click the Submit button. You will then receive the following message at the bottom of the screen:

“Your registration information has been submitted and is being processed. An email notification will be sent to you upon approval or denial. Please be aware that your request may take up to 3 business days to be processed. ”

11. Click ***Return*** to exit this page.
12. After you have completed the New User registration, your Organization's Administrator will receive an email indicating that you have requested permissions. **At this time, please email claims@ihcda.in.gov and request permissions from IHCDA.** Once the Claims department receives your email, someone from that department will finalize your registration.

60% Benchmark Report – Due January 19, 2022

60% Benchmark Report is the first report of the NAP cycle and is due six (6) months after the award date. It includes all donations received between July 1 and December 31. This report must reflect a distribution of a minimum of 60% of the organization's total tax credit allocation. This report is electronic and is submitted via IHCDOnline. If an organization fails to distribute at least 60% of its allocation, or fails to submit the report on time, it will lose eligibility for full NAP credits in the next program round and it may have any unused credits deallocated. If at any time you have issues with the reporting system, email nap@ihcda.in.gov.

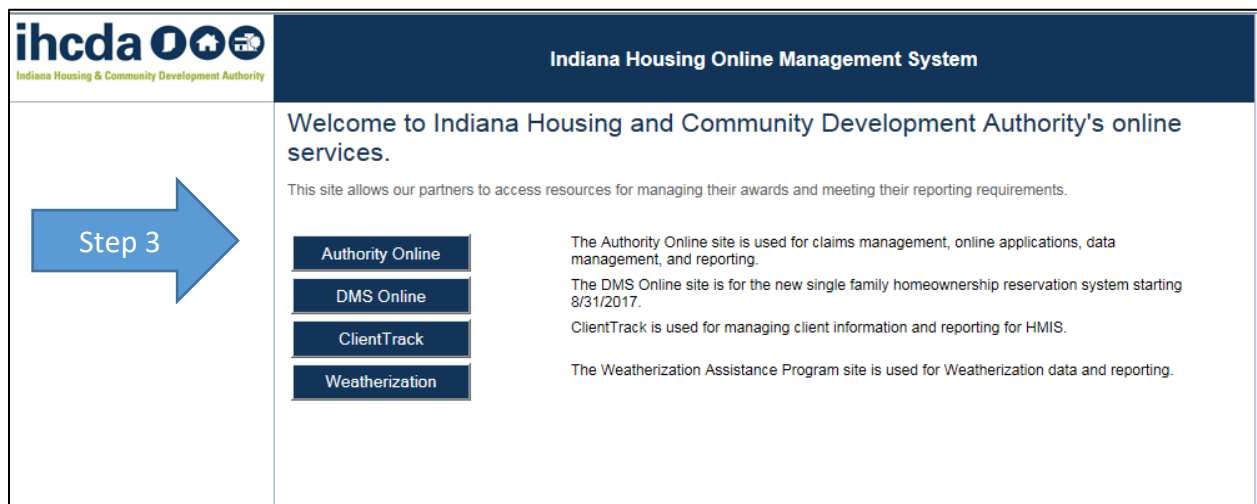
Step 1: Gather information on all donations received between July 1 and December 31. Agencies should be collecting donor information as they donate, so a list can be ready for the benchmark report. Before submitting a report, it is a good practice to review the information to ensure it is correct.

You will need the donor's name, social security number, the dollar amount donated and the date of donation

Please note there is no form that you are required to submit to IHCD. Submitting the 60% and 100% Benchmark Report in IHCDOnline is the only donor information that IHCD requires. However, agencies should keep copies of the Donor Contribution Form for each donation.

Step 2: Access the Online.IHCDA.in.gov website

Step 3: Click on "Authority Online"



ihcda Indiana Housing & Community Development Authority

Indiana Housing Online Management System

Welcome to Indiana Housing and Community Development Authority's online services.

This site allows our partners to access resources for managing their awards and meeting their reporting requirements.

Step 3

Authority Online

DMS Online

ClientTrack

Weatherization

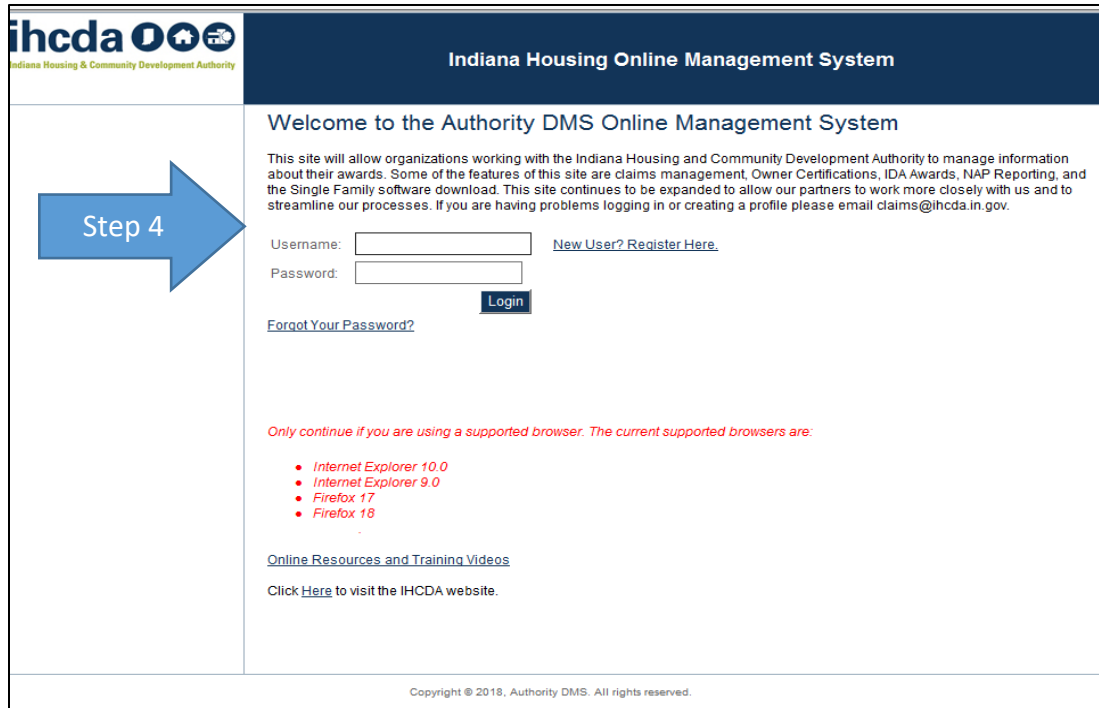
The Authority Online site is used for claims management, online applications, data management, and reporting.


The DMS Online site is for the new single family homeownership reservation system starting 8/31/2017.

ClientTrack is used for managing client information and reporting for HMIS.

The Weatherization Assistance Program site is used for Weatherization data and reporting.

Step 4: Enter Log-in information -"Username" and "Password"



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Indiana Housing & Community Development Authority

Indiana Housing Online Management System

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This site will allow organizations working with the Indiana Housing and Community Development Authority to manage information about their awards. Some of the features of this site are claims management, Owner Certifications, IDA Awards, NAP Reporting, and the Single Family software download. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes. If you are having problems logging in or creating a profile please email claims@ihcda.in.gov.

Username: [New User? Register Here.](#)

Password:

[Forgot Your Password?](#)

Only continue if you are using a supported browser. The current supported browsers are:

- Internet Explorer 10.0
- Internet Explorer 9.0
- Firefox 17
- Firefox 18

[Online Resources and Training Videos](#)

Click [Here](#) to visit the IHCDA website.

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Step 5: Select NAP. This page may look different depending on the types of awards and contracts the organization has with IHCDA.



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Welcome Veda Morris-May [Logout](#)

Indiana Housing Online Management System

[Help](#)
19:14

My Profile [Logout](#)

Programs

[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.

[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.

Step 6: Choose the correct NAP Contract from the list

ihcda Welcome Veda Morris-May Logout
Help
19:48

Indiana Housing Online Management System

Return To Programs Listing

NAP Application Listing

Application No.	Reports	Organization	Status	Award Number	Award Amount
2009-NP-00135	0/2 Reports	IHCDA	Closed	NP-00-999	\$5,000.00
2011-NP-358	N/A	IHCDA	Cancelled	N/A	\$0.00
NAPTEST1	0/2 Reports	IHCDA	Closed	NAPTEST1	\$60.00
2011-NP-528	1/2 Reports	IHCDA	Closed	NP-010-999	\$5,000.00
2014-NP-002X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-021X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-025	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-257	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-259	1/2 Reports	IHCDA	Closed	2014-NP-259	\$0.01

My Profile
Manage Users

Step 6 →

This will bring you to your agency's cover page for your NAP your agency's NAP application's cover page

Step 7: Select NAP Semi-Annual reporting

ihcda Welcome Test Person Logout
Help
19:56

Indiana Housing Online Management System

NAP Application List

NAP Semi-Annual Reporting

NAP Application
Application No.: 2019-NP-152
Application Status: Open

Cover Page
Application Information
Economic Disadvantage
Financing
Organizational Capacity
Activities
Upload Documents

Application Receipt
Print Required NAP Signature
Certifications

Print Required NAP Terms
Document and Sign

**Neighborhood Assistance Program (NAP)
Application Cover Page**

Please select the funding round for the Neighborhood Assistance Program (NAP) Application that you would like to submit.

Funding Round Selection

No rounds are available at this time. NAP applications may not be submitted until a round is available.

Step 8: Fill out the report

- a) The period for the 60% Benchmark report is “First Half.” The donations must be made between July 1-December 31. **Do not enter names for the 60% Benchmark Report for donations made outside of this timeframe.**
- b) Enter the contribution information for each donor from the Donor Contribution Form and **double check that the information entered is correct.** Incorrect information could put your donor’s tax credit and your organization’s NAP eligibility at risk.
 - Name
 - Full Social Security Number
 - Address
 - Donation Amount that is eligible for a NAP credit, which is the lesser of the following: the full amount donated OR \$25,000 OR the credits y agency has remaining
 - Donation Date
- c) Hit the “Submit Report” once all of the donor information has been entered.
- d) The report will show “Submitted” at the top right-hand corner once the process has been completed. **PLEASE CHECK FOR THAT BEFORE EMAILING IHCD A STAFF TO ASK IF YOUR REPORT WAS CORRECTLY SUBMITTED.**
- e) Once you hit submit the report will show the results for the period which includes the De-allocation benchmark, percentage of credits distributed and the total credits to be de-allocated if the benchmark is not met.

Neighborhood Assistance Program Semi-Annual Reporting

The report has been submitted to IHCD A for review

For Award: NP-010-999 Report Status: Report Submitted On: 5/13/2019
 Award Start Date: 7/1/2010 Award End Date: 6/30/2011
 For Period: First Half

[View Application](#)

Award Information

Name of Organization: IHCD A
 Award Number: NP-010-999
 Original Award Amount: \$5,000.00
 Total To Be DeAllocated: \$0.00
 Total Re-Allocation: \$0.00
 Revised Award Amount: \$5,000.00
 Credits Sold this Period: \$3,250.00
 Total Credits Sold: \$3,250.00
 Remaining Credits to be sold: \$1,750.00

Results for Period
 De-Allocation Benchmark: 50.00 %
 Percentage of Credits Sold: 65.00 %
 Total Credits to be De-Allocated: \$0.00

Contributors

Delete Selected Contributors


Name	Address	Last Name	City	Date	State	Amount	Zip Code
<input type="checkbox"/>	Lisa Simms	259-52-9666		11/15/2010		\$1,000.00	
<input type="checkbox"/>	123 Main	howel		IN		46666	
<input type="checkbox"/>	doloris johnson	235-15-5059		9/11/2010		\$2,500.00	
<input type="checkbox"/>	123 main	howel		IN		46666	
<input type="checkbox"/>	April Jones	235-25-2525		12/14/2010		\$3,000.00	
<input type="checkbox"/>	123 main	howel		IN		46666	

Delete Selected Contributors

9. Donation Entry Information

The total that you see in IHCDOnline for your organization will be the amount of tax credits that your organization has distributed. For example:

- a. Your agency was allocated \$5,000 in tax credits.
- b. You enter the following Donor Contributions totaling \$6,500:
 - i. Lisa Simms 123 Main St, Howell IN, 11111, ss# xxx-xx-0000, \$1,000 Donation
 - ii. Deloris Johnson 123 Main St., Howell, IN 22222, ss# xxx-xx-1111, \$2,500 Donation
 - iii. April Jones, 123 Main St. Howell, IN 33333, ss# xxx-xx-3333, \$3,000.00 Donation
- c. After entering all of the Donor contributions above in IHCDOnline it will show that \$3,250 in tax credits have been distributed.
 - i. $\text{Donations} / 2 = \text{Tax Credits distributed. } \$6,500.00 / 2 = \$3,250.$
- d. You have distributed \$3,250 of your \$5,000 awarded NAP credits. This would result in using 65% of your tax credits being distributed, which means your organization has met the 60% Benchmark requirement.

ihcda  Welcome Veda Morris-May
Indiana Housing Online Management System

Logout Help 18:56

Neighborhood Assistance Program Semi-Annual Reporting

The report has been submitted to IHcDA for review.

For Award: NP-010-999 Report Status: Submitted Report Submitted On: 5/13/2019
Award Start Date: 7/1/2010 Award End Date: 6/30/2011
For Period:

[View Application](#)

Award Information

Name of Organization: IHcDA	Results for Period: De-Allocation Benchmark: 90.00 %
Award Number: NP-010-999	Percentage of Credits Sold: 65.00 %
Original Award Amount: \$5,000.00	Total Credits to be De-Allocated: \$0.00
Total To Be De-Allocated: \$0.00	
Total Re-Allocation: \$0.00	
Revised Award Amount: \$5,000.00	
Credits Sold this Period: \$3,250.00	
Total Credits Sold: \$3,250.00	
Remaining Credits to be sold: \$1,750.00	

Contributors

Name Address	tax ID # City	Date State	Amount Zip Code
<input type="checkbox"/> Lisa Simms 123 Main	259-52-9666 howell	11/15/2010 IN	\$1,000.00 46666
<input type="checkbox"/> Deloris Johnson 123 main	235-15-5059 howell	9/11/2010 IN	\$2,500.00 46666
<input type="checkbox"/> April Jones 123 main	235-25-2525 howell	12/14/2010 IN	\$3,000.00 46555

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9a

9d


9c

9b

10. Below is a sample of a report that was submitted that did not meet the 60% benchmark criteria and may be deallocated credits.

- a. Your agency was allocated \$5,000 in tax credits.
- b. You enter the following Donor Contributions totaling \$1,650.00:
 - i. Lisa Simms 123 Main St, Howell IN, 11111, ss# xxx-xx-0000, \$500 Donation
 - ii. Deloris Johnson 123 Main St., Howell, IN 22222, ss# xxx-xx-1111, \$150 Donation
 - iii. April Jones, 123 Main St. Howell, IN 33333, ss# xxx-xx-3333, \$1,000.00 Donation
- c. After entering all of the Donor contributions above In IHcDAOnline by December 31 it will show that \$825 in tax credits have been distributed.
- iv. Donations / 2 = Tax Credits distributed. $\$1,650.00 / 2 = \825

- d. You have distributed \$825 out of \$5,000 in NAP credits. This would result in using 16.5% of your tax credits being distributed, which means your organization has not met the 60% Benchmark requirement.

ihcda  Welcome Veda Morris-May Logout
 Indiana Housing Online Management System Help
 18:11

Neighborhood Assistance Program Semi-Annual Reporting

For Award: NP-010-999 Report Status: Submitted Report Submitted On: 5/27/2011
 Award Start Date: 7/1/2010 Award End Date: 6/30/2011
 For Period: First Half

[View Application](#)

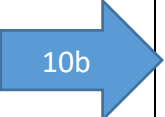
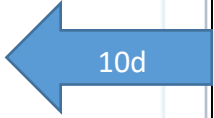
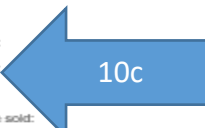
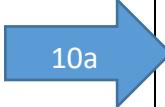
Award Information

<p>Name of Organization: IHCDA Award Number: NP-010-999 Original Award Amount: \$5,000.00 Total To Be DeAllocated: \$0.00 Total Re-Allocation: \$0.00 Revised Award Amount: \$5,000.00 Credits Sold this Period: \$825.00 Total Credits Sold: \$825.00 Remaining Credits to be sold: \$4,175.00</p>	<p>Results for 1 period De-Allocation Benchmark: 50.00 % Percentage of Credits Sold: 16.50 % Total Credits to be De-Allocated: \$1,675.00</p>
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Contributors

Name	Address	Tax ID #	City	Date	State	Amount	Zip Code
<input type="checkbox"/>	doloris Johnson	235-15-5959	howell	5/25/2011	IN	\$500.00	46555
<input type="checkbox"/>	123 main Street	259-52-9996	howell	5/12/2011	IN	\$150.00	46666
<input type="checkbox"/>	Lisa Sims	235-25-2525	howell	5/24/2011	IN	\$1,000.00	46555
<input type="checkbox"/>	123 Main	45 howe	howell				

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100% Benchmark Report – Due April 20, 2022

The 100% Benchmark Report includes all donations received between January 1 and March 31. This report must reflect a distribution of 100% of the organization's total tax credit allocation. This report is electronic and is submitted via IHCDAOnline. If an organization fails to distribute 100% of its allocation, it will lose eligibility for the full amount of NAP credits offered in the next program round.

If at any time you have issues with the reporting system, email nap@ihcda.in.gov.

Step 1: Gather information on all donations received between January 1 and March 31. Agencies should be collecting donor information as they donate, so a list can be ready for the benchmark report. Before submitting a report, it is a good practice to review the information to ensure it is correct.

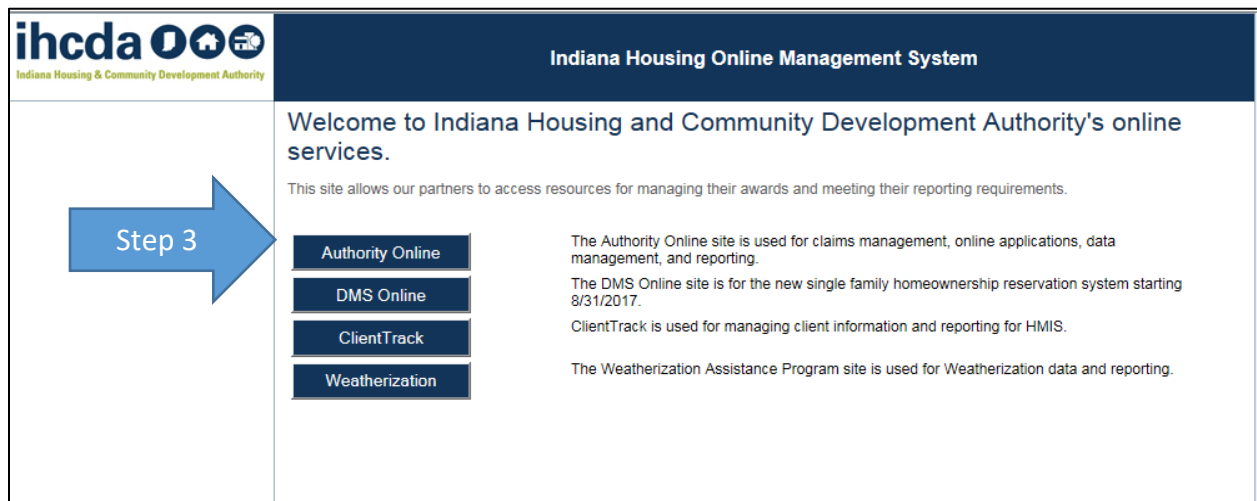
You will need their name, social security number, the dollar amount donated and the date of the donation.

Please note there is no form that you are required to submit to IHCDA.

Submitting the 100% Benchmark Report in IHCDAOnline is the only donor information that IHCDA requires. However, agencies must keep copies of the Donor Contribution Form for each donation.

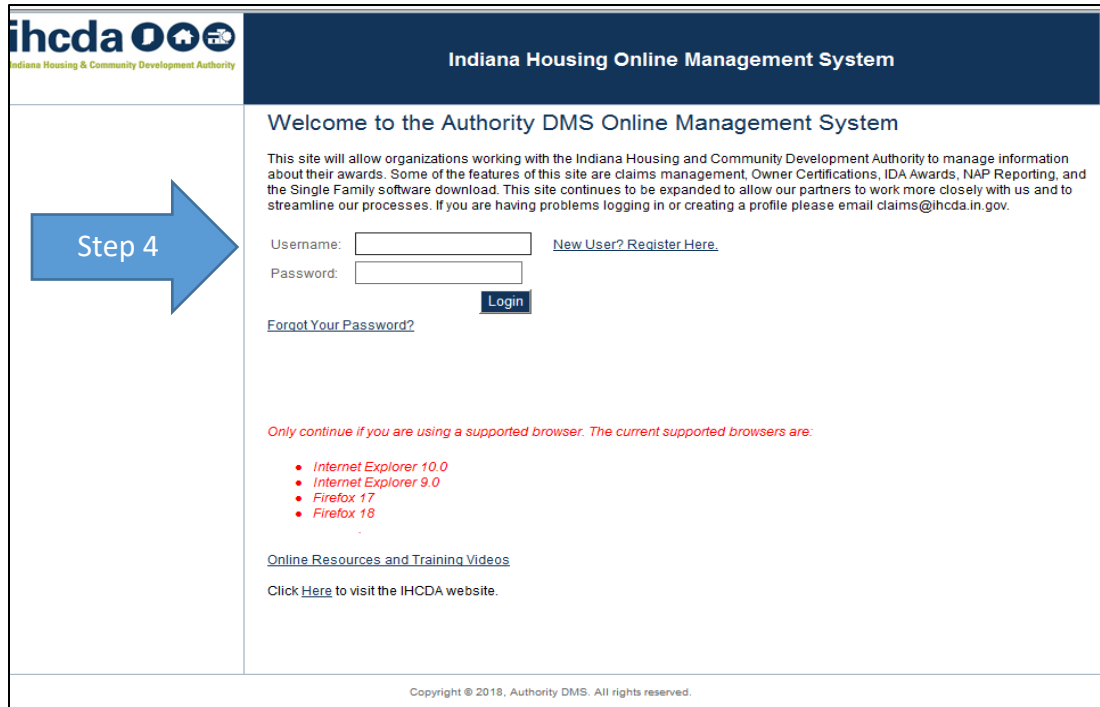
Step 2: Access the **Online.IHCDA.in.gov** website

Step 3: Click on "Authority Online"



The screenshot shows the IHCDA Online Management System interface. The header includes the IHCDA logo and the text "Indiana Housing Online Management System". The main content area features a welcome message and a list of service buttons: "Authority Online", "DMS Online", "ClientTrack", and "Weatherization". A blue arrow labeled "Step 3" points to the "Authority Online" button. To the right of the buttons, there are descriptions for each service: "The Authority Online site is used for claims management, online applications, data management, and reporting.", "The DMS Online site is for the new single family homeownership reservation system starting 8/31/2017.", "ClientTrack is used for managing client information and reporting for HMIS.", and "The Weatherization Assistance Program site is used for Weatherization data and reporting."

Step 4: Enter Log-in information -“Username” and “Password”



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Password:

[Forgot Your Password?](#)

Only continue if you are using a supported browser. The current supported browsers are:

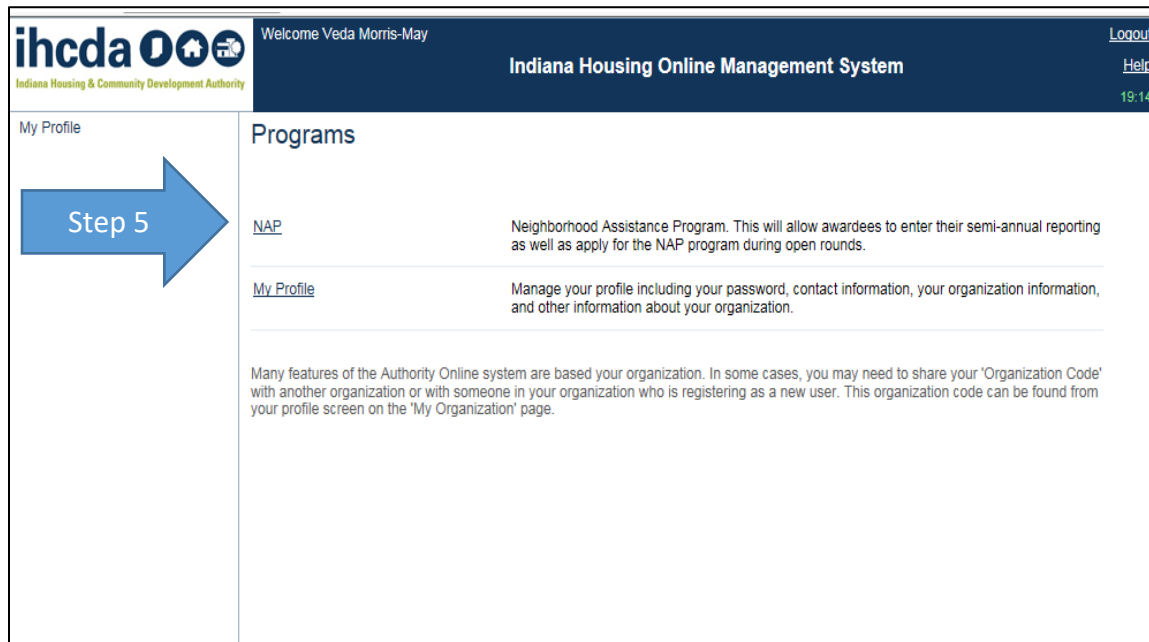
- Internet Explorer 10.0
- Internet Explorer 9.0
- Firefox 17
- Firefox 18

[Online Resources and Training Videos](#)

Click [Here](#) to visit the IHCDMS website.

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Step 5: Select NAP. This page may look different depending on the types of awards and contracts the organization has with IHCDMS.



ihcda Indiana Housing & Community Development Authority

Welcome Veda Morris-May

Indiana Housing Online Management System

[Logout](#)
[Help](#)
19:14

My Profile

Programs

[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.

[My Profile](#) Manage your profile including your password, contact information, your organization information, and other information about your organization.

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Step 6: Choose the correct NAP Contract from the list

The screenshot shows the 'Indiana Housing Online Management System' interface. The header includes the IHCDA logo, the user name 'Welcome Veda Morris-May', and navigation links for 'Logout' and 'Help'. The time is 19:48. On the left sidebar, there are links for 'Return To Programs Listing', 'NAP Application List', 'Add NAP Application', 'My Profile', and 'Manage Users'. A blue arrow labeled 'Step 6' points to the 'NAP Application Listing' section. The main content area displays a table of applications:

Application No.	Reports	Organization	Status	Award Number	Award Amount
2009-NP-00135	0/2 Reports	IHCDA	Closed	NP-00-999	\$5,000.00
2011-NP-358	N/A	IHCDA	Cancelled	N/A	\$0.00
NAPTEST1	0/2 Reports	IHCDA	Closed	NAPTEST1	\$60.00
2011-NP-528	1/2 Reports	IHCDA	Closed	NP-010-999	\$5,000.00
2014-NP-002X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-021X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-025	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-257	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-259	1/2 Reports	IHCDA	Closed	2014-NP-259	\$0.01

This will bring you to your agency's cover page for your NAP your agency's NAP application's cover page

Step 7: Select NAP Semi-Annual reporting

The screenshot shows the 'Neighborhood Assistance Program (NAP) Application Cover Page'. The header includes the IHCDA logo, the user name 'Welcome Test Person', and navigation links for 'Logout' and 'Help'. The time is 19:56. On the left sidebar, there are links for 'NAP Application List', 'NAP Semi-Annual Reporting' (highlighted with a yellow background and a blue arrow labeled 'Step 7'), 'NAP Application', 'Cover Page', 'Application Information', 'Economic Disadvantage', 'Financing', 'Organizational Capacity', 'Activities', 'Upload Documents', 'Application Receipt', 'Print Required NAP Signature Certifications', and 'Print Required NAP Terms Document and Sign'. The main content area displays the title 'Neighborhood Assistance Program (NAP) Application Cover Page' and a message: 'Please select the funding round for the Neighborhood Assistance Program (NAP) Application that you would like to submit.' Below this is a 'Funding Round Selection' dropdown menu. A red error message states: 'No rounds are available at this time. NAP applications may not be submitted until a round is available.'

Step 8: Fill out the report

- a) The period for the 100% Benchmark report is “Second Half.” **Do not enter names unless the donation was made after January 1.** To access the second half report you have to change the “For Period” drop down to Second Half.
- b) Enter the contribution information for each donor and **double check that the information entered is correct.** Incorrect information could put your donor’s tax credit and your organizations NAP eligibility at risk.
 - i. Name
 - ii. Full Social Security Number
 - iii. Address
 - iv. Donation Amount
 - v. Donation Date
- c) Hit the “Submit Report” once all of the donor information has been entered.
- d) The report will show “Submitted” at the top right-hand corner once the process has been completed. **PLEASE CHECK FOR THAT BEFORE EMAILING IHCD A STAFF TO ASK IF YOUR REPORT WAS CORRECTLY SUBMITTED.**
- e) Once you hit submit the report will show the results for the period which will show the percentage of credits distributed.

Neighborhood Assistance Program Semi-Annual Reporting

The report has been submitted to IHCD A for review

For Award: NAPTEST1 Report Status: Submitted Report Submitted On: 3/11/2020
 Award Start Date: 7/1/2017 Award End Date: 6/30/2018
 For Period: Second Half

[View Application](#)

Award Information

Name of Organization: IHCD A
 Award Number: NAPTEST1
 Original Award Amount: \$15,000.00
 Total To Be DeAllocated: \$0.00
 Total Re-Allocation: \$0.00
 Revised Award Amount: \$15,000.00
 Credits Sold this Period: \$14,985.00
 Total Credits Sold: \$15,000.00
 Remaining Credits to be sold: \$0.00

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

Contributors

Name	Tax ID #	Date	Donation Amount
Address	City	State	Zip Code
<input type="checkbox"/> Second test	111-22-3333	5/28/2018	\$90.00
<input type="checkbox"/> 2 main st	Indianapolis	IN	46204
<input type="checkbox"/> third test	111-11-2222	3/1/2018	\$500.00
<input type="checkbox"/> 1 main st	galveston	IN	46932
<input type="checkbox"/> Jane Doe	000-00-0000	3/1/2018	\$7,500.00
<input type="checkbox"/> 1 Prosperity Lane	Anderson	IN	46016
<input type="checkbox"/> Patsy Poo	111-11-1111	1/21/2018	\$7,205.00
<input type="checkbox"/> [Name]	[Tax ID]	[Date]	[Amount]

Annotations: 8a points to 'Submit Report', 8b points to 'Contributors' table, 8c points to 'Submit Report' button, 8d points to 'Submitted' status, 8e points to 'Results for Period' table.

Expenditure Close-Out Report – Due September 26, 2022

The Expenditure Close-out Report is completed in JotForm here:

<https://form.jotform.com/IHCDA/2021-nap-closeout-report>.

The link will be posted to the NAP webpage on IHCDA's partner website as well:

<https://www.in.gov/ihcda/program-partners/neighborhood-assistance-program-nap/>.

If the organization submits the 2021 close-out report after the September 26, 2022 due date, the organization will lose eligibility for full NAP Tax Credits in the 2023 program round. Not submitting a report at all leads to loss of eligibility for any NAP Tax Credits three (3) program cycles: 2023-2024, 2024-2025 and 2025-2026.

When completing the closeout report, in addition to providing basic organizational information, 2021 NAP recipients will need to provide the following information:

- Confirmation that all funds raised from 2021 NAP Tax Credit has been spent; if not, the amount remaining to be spent will need to be confirmed.
- A description of what was accomplished with funds raised from 2021 NAP Tax Credits.
- The number of unduplicated individuals served by the NAP-supported project or program.
- Feedback on the NAP program experience.