

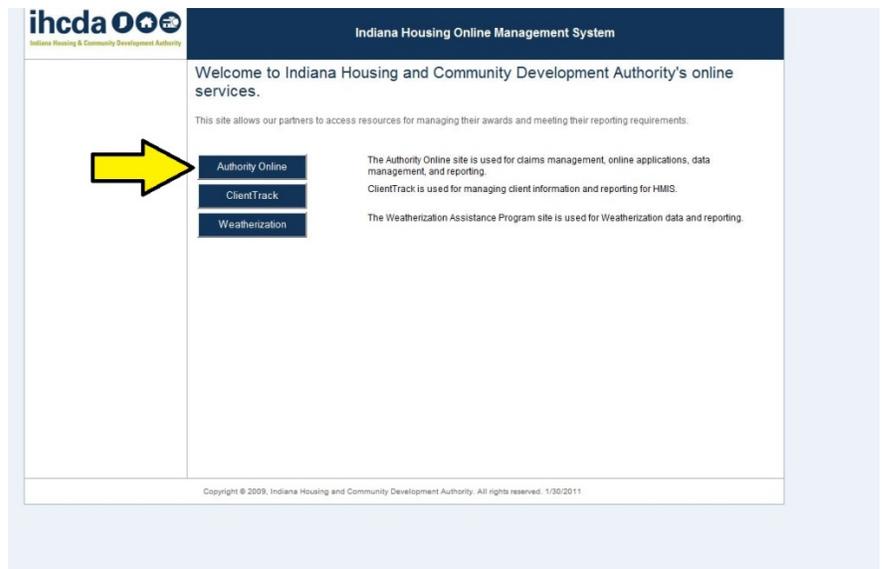
2013 Neighborhood Assistance Program Electronic Report Tutorial

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.

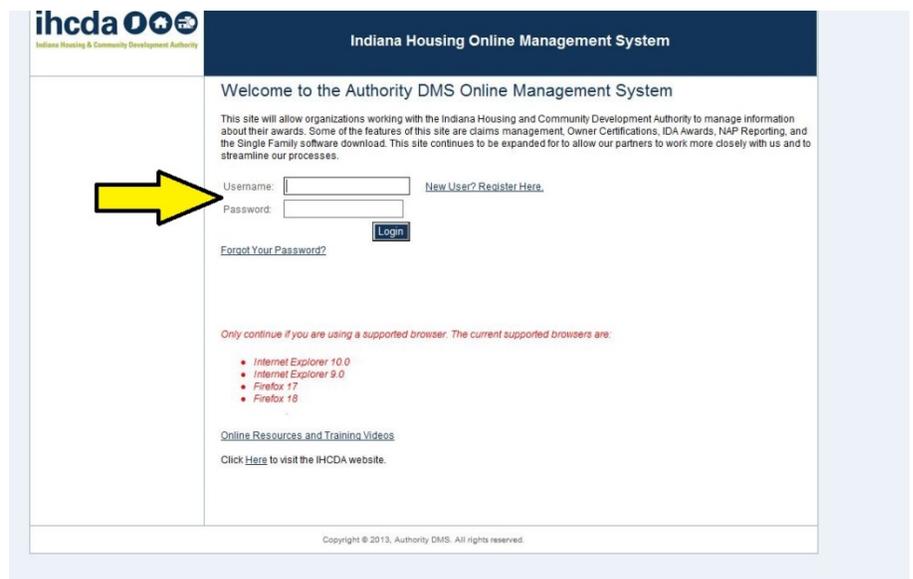
1. Direct your web browser to <http://www.IHCDAOnline.com>



2. Select “Authority Online.”



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



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4. Select the link "NAP."

The screenshot shows the 'Programs' section of the IHCDA system. A yellow arrow points to the 'NAP' link in the list of programs. The 'NAP' link is described as: 'Neighborhood Assistance Program. This will allow awardees to enter their semi-annual reporting as well as apply for the NAP program during open rounds.'

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' table. A yellow arrow points to the first row of the table, which is 'Unknown' with a status of 'Open' and an award amount of '\$0.00'. The table contains the following data:

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

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'. A yellow arrow points to the 'NAP Semi-Annual Reporting' link in the left sidebar. The main content area contains the following information:

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: 765/479107 Fax: 765/2812740
 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:

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- 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 set to 'First Half'. The page displays award information for XYZ Services, Inc. with an original award amount of \$10,000.00 and a revised award amount of \$10,000.00. The 'Add Contributor' section is visible below.

- 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.

This screenshot shows the 'Add Contributor' form. The 'Contributor Type' is set to 'Individual'. The form includes fields for First Name, Middle Name, Last Name, SSN, Address, City, State (set to IN), and Zip Code. A 'Contribution Amount' of \$0.00 and a 'Contribution Date' are also specified. A yellow arrow points to the 'Add Contributor' button. Below the form is a table for existing contributors.

Name	Tax ID #	Date	Amount
Address	City	State	Zip Code
Delete Selected Contributors			

- 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."

This screenshot shows the 'Neighborhood Assistance Program Semi-Annual Reporting' page with the 'Submit Report' button highlighted by a yellow arrow. The 'For Period' dropdown is still set to 'First Half'. The award information and 'Add Contributor' form are visible below.

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