NEIGHBORHOOD INVESTMENT PROGRAM
May 2020 for FY 2021

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NIP PROGRAM OVERVIEW

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PURPOSE OF LEGISLATION

- Encourage WV citizens and businesses to donate to projects that support low-income citizens.
- Create local partnerships between non-profits and businesses.
- Encourage charitable organizations to support community development activities.

Harmony House rehomed Jerry

- Agencies that offered Emergency Assistance and Direct Needs were the primary focus of the Legislation when it renewed NIP in 2016.

PROGRAM HISTORY

Over the past 23 years of the NIP (not counting this year):

- **3,357 projects serving WV's low-income population have been awarded tax credits.**
- **Over $102 million in donations were generated for certified projects.**
- **$47,191,728 million in tax credits were given to donors.**
- **Thousands of low-income individuals were fed, educated, housed, or assisted in other capacities each year thanks to NIP funds.**

PROGRAM CYCLE

The NIP operates on the state fiscal year: July 1st – June 30th.

ADVISORY BOARD

The program operates with an active Advisory Board structure as defined by §11-13J-4a.

- 12 Member Board chaired by WV Development Office Executive Director
- 4 Members – Low Income Individuals
- 4 Members – Officers or Board Members from private businesses
- 4 Members – Directors, Officers or Board Members from nonprofit organizations
- Not more than 7 members can have the same political affiliation
- Not more than 4 members from any 1 Congressional District

NIP INDEPENDENT ASSESSMENT

- An independent review of the program is conducted every 3 years. The review for years 2015, 2016, and 2017 was completed and we were found in compliance with enabling legislation.

- The review recommended the possibility of non-mandatory workshops. We presented this to the Advisory Board in 2018 and they felt the workshops were necessary to keep the usage of the $3 million at 100% and that one day with us was worth what you were receiving.

HOW IT WORKS

- Organizations must apply annually for projects.
- WVCAD scores and ranks applications and makes recommendations to the NIP Advisory Board.
- NIP Advisory Board approves/denies applications.
- Executive Director of the WVCAD certifies approved projects.

HOW IT WORKS

- If your project is approved, you will receive a tax credit voucher. The voucher will include the amount of credit awarded to your project.
- You will issue tax credit vouchers to donors for each eligible donation your project receives along with the tax credit and fee schedule.
- More information on handling the credits is covered later in the presentation.

TAX CREDIT OVERVIEW

- The NIP is the **only** state tax incentive available for charitable giving.
- **$3 million in tax credit is allocated annually.**
- The minimum donation eligible to receive tax credit is $500, and the maximum total annual NIP eligible donation is $200,000.
- Certification fees are calculated by taking the **credit times two, times .03, which equals the fee** that is collected to cover administrative costs.

TAX CREDIT DETAILS

Currently, donors may use NIP tax credit on the following WV State Taxes:

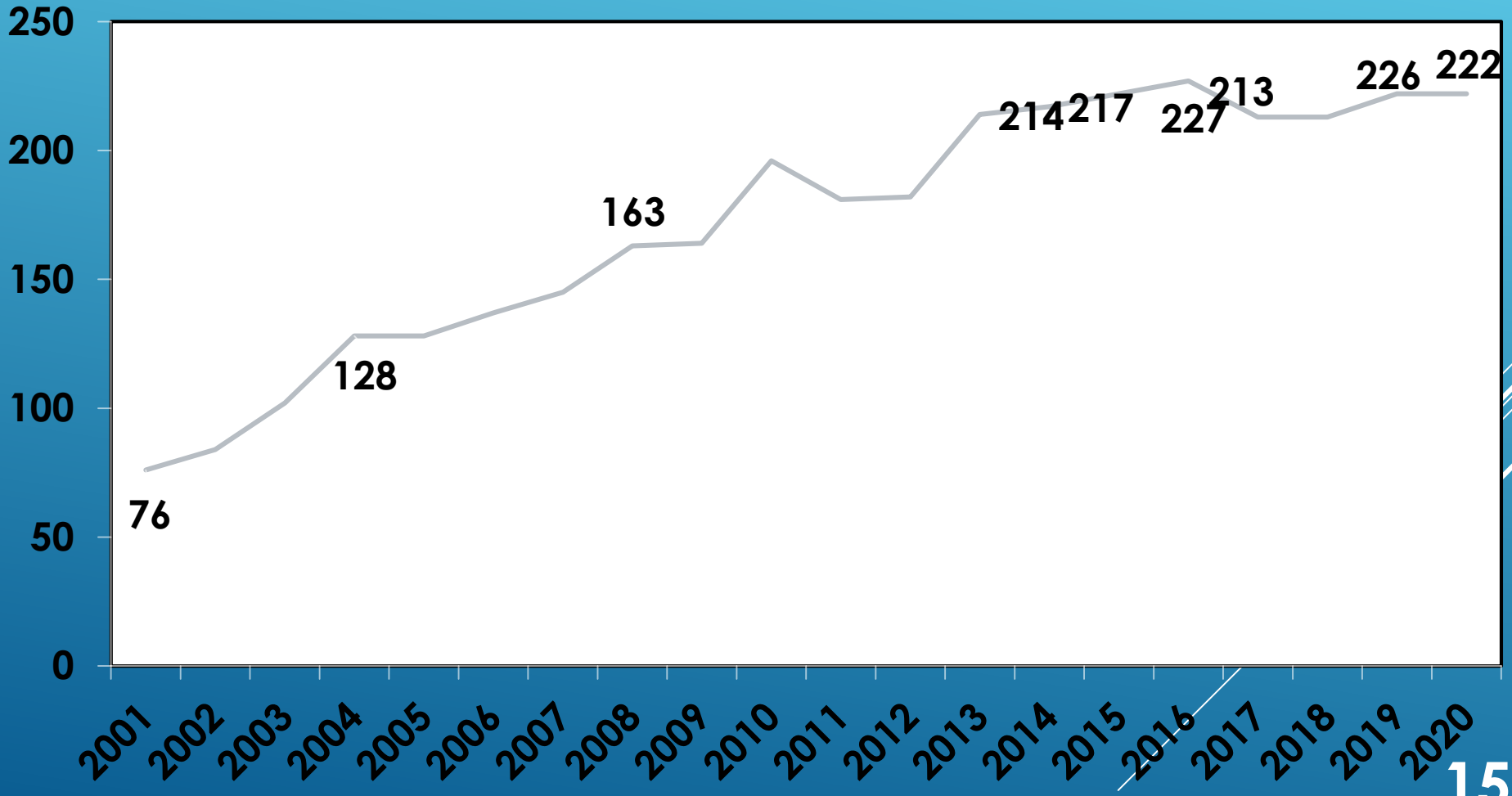
- **Corporate Net Income Tax**
- **Personal Income Tax**

TAX CREDIT DETAILS

- Donors have the option of using the tax credit **in one year or over a five-year period, with the year of donation being year one.**
- NIP credits **cannot reduce total state tax liability by more than 50%.**
- The **maximum** tax credit allowed in any one year to any donor is $100,000.
- All donations **remain eligible for the Federal Charitable Contribution Deduction.**

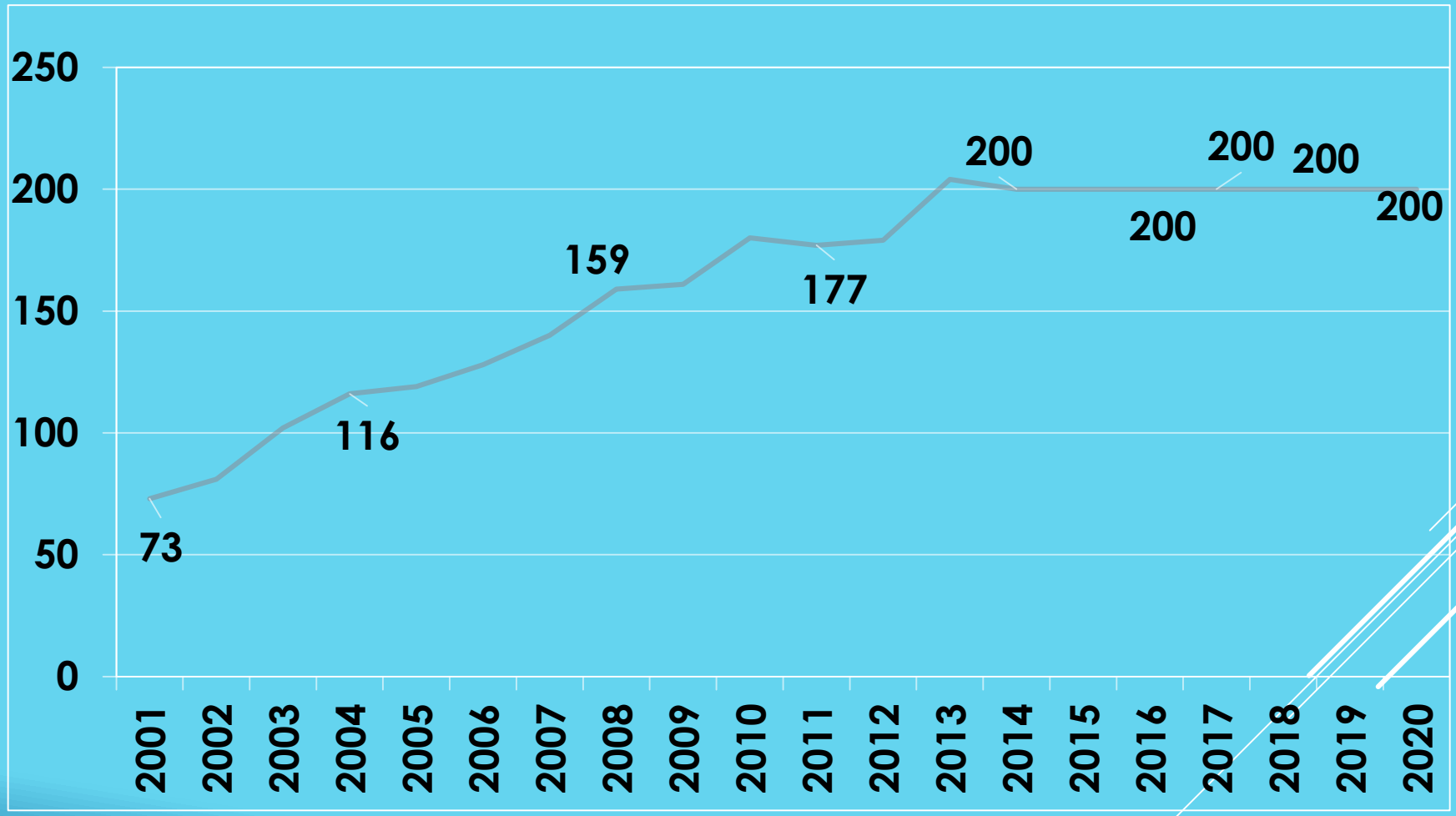
NUMBER OF APPLICANTS PER YEAR

Figure 1



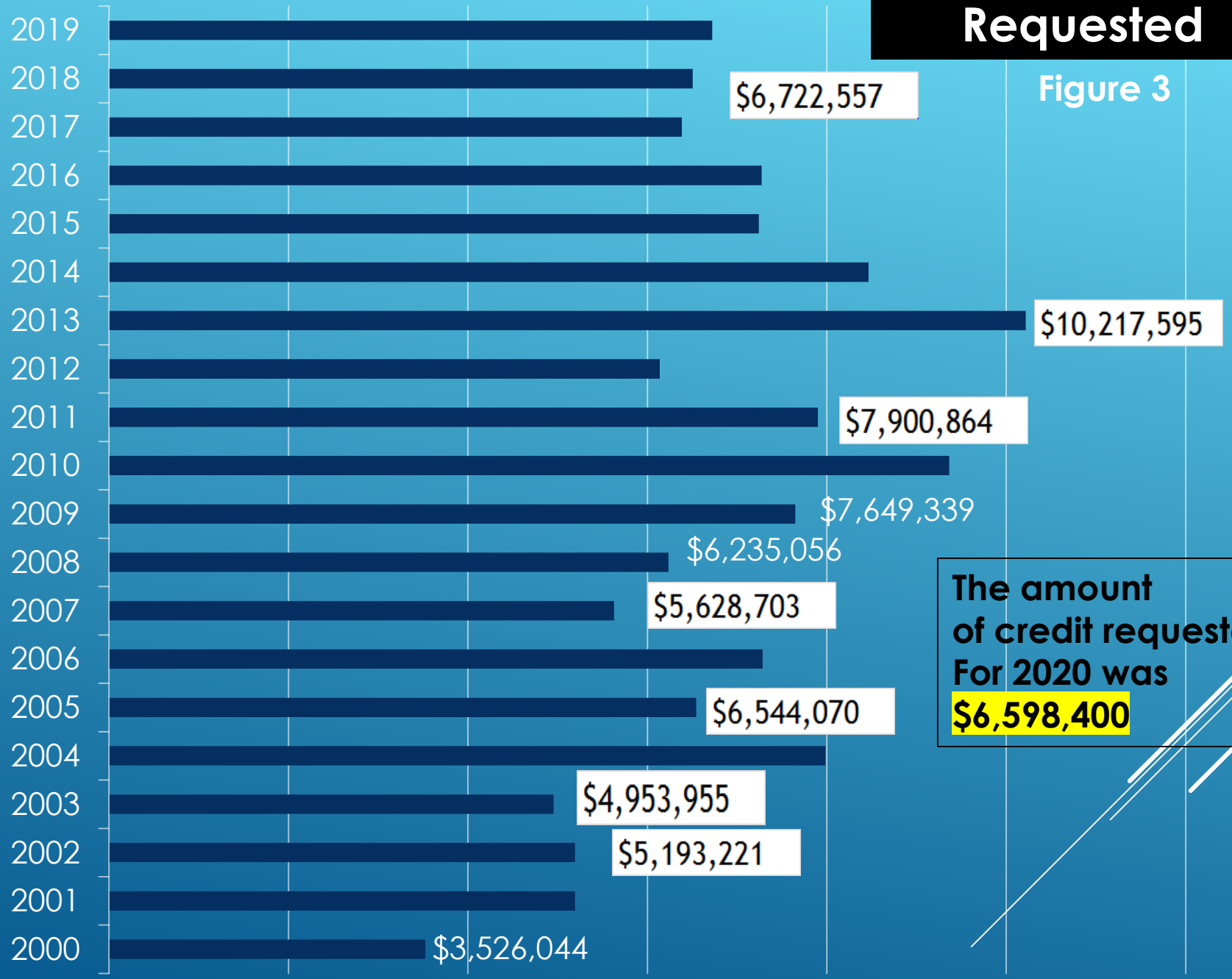
NUMBER OF PROJECTS CERTIFIED

Figure 2



Amount of Credit Requested

Figure 3



The amount of credit requested For 2020 was $6,598,400

PROJECT EVALUATION

Applicants to the program are scored and ranked based on the following criteria:

1. Projects should be **Emergency Assistance** and/or **Direct Needs.** (page 85)
2. Projects should be **community based.**
3. Projects should **serve primarily low-income persons** (incomes within 125% of the federal poverty line).
4. Projects should **serve highly distressed neighborhoods** (economically distressed, crime and unemployment problems, high numbers of uneducated citizens, etc.).
5. Projects should **be collaborative with other local organizations** to maximize project benefits.
6. Projects should **be innovative or unique.**
7. Projects should **maintain low administrative costs.**
8. Projects should **be clearly needed in the project area.**
9. Applying **organizations should demonstrate the capacity to deliver the proposed services.**

FY 2021 TAX CREDIT ALLOCATION

- The NIP Advisory board has approved the funding formula for the 2021 application round. It is the same as the method used in 2019-20.
- It will follow a **tier structure based on application rank**.
- **The maximum initial award allowed is $50,000, however, it may be a little less.**
- **The base award is $2,500** or the amount requested if lower or penalized.
- **Up to 200 projects** may receive an initial allocation.

ELIGIBLE CONTRIBUTIONS

Cash

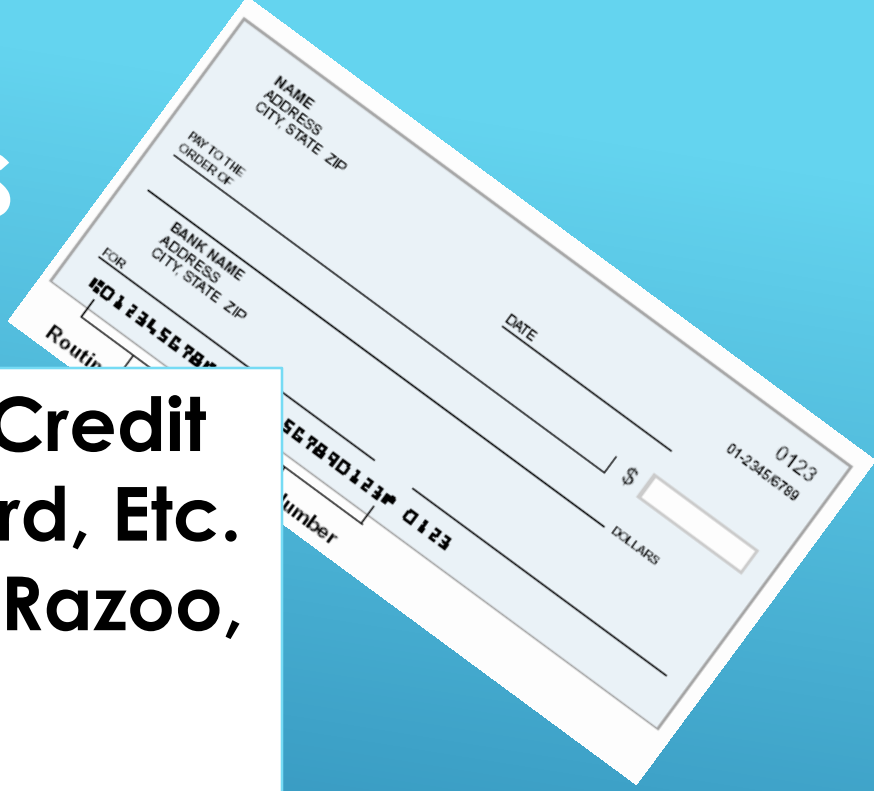
Stock

In-Kind
Professional
Services (Limited)

Personal Property

Real Property

CASH DONATIONS



- Includes Cash, Check, Credit Card, Pay Pal, Debit Card, Etc. (NO Network for Good, Razoo, considered 3rd party)
- Easiest eligible donation type
- Must be at least $500 for each donation
- (no cumulative donations)

PERSONAL PROPERTY

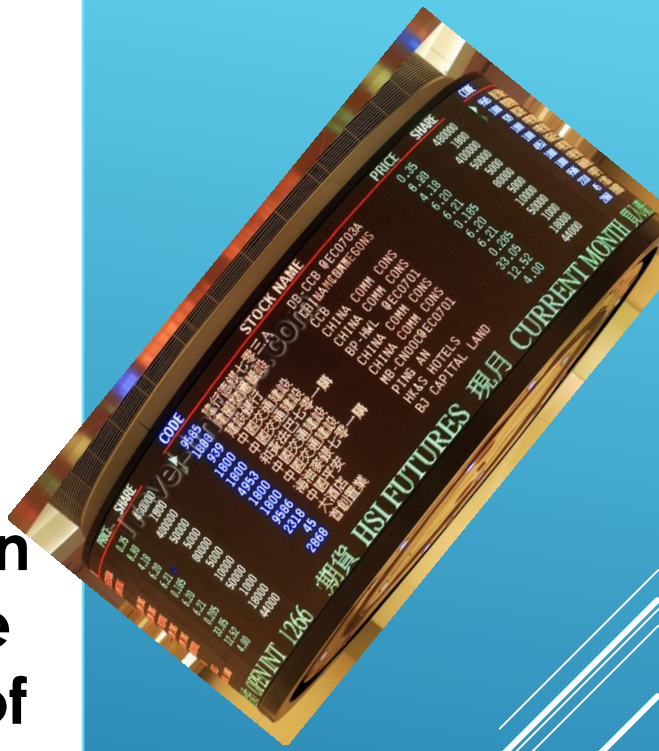
- Computers, Cars, Equipment, Clothing, etc.
- Valued at the agreed upon fair market value as you would for a federal tax deduction.
- On vehicles, you must keep in your file & give to me, the donor's name, VIN, type and year of vehicle and total value of the donation.

IN-KIND PROFESSIONAL SERVICES

- Eligible professions: attorneys, accountants, architects, doctors, and other state licensed medical professionals only.
- Only 25% of the total donations made by a donor may be in-kind.
- Only 75% of the value of the services is eligible for tax credit.
- Must indicate the amount of time given in documentation following the formula. Call Cathy at 304-957-2056.

STOCK

- The value of the donation is the average of the high and low of the stock on the <u>date of transfer</u>.
- The stock must be sold by the accepting organization within 180 days.
- You must include in the note section of the donation processing form the stock name, high and low on day of transfer, and number of shares. The donation value is the number of shares times the average value on day of transfer. The donation date is the day the stock is transferred.



REAL PROPERTY

- The value of the donation is the Fair Market Value (FMV) as determined for property taxes.
- This is based on the property tax assessed value which is divided by .60 to determine its market value.
- You must keep a copy of the deed in your files.
- Report on your Donation Processing Form (excel sheet) the location, type of property & tax assessed value.

INELIGIBLE DONATIONS

- Any in-kind service other than those performed by approved, state-licensed professionals.
- Payroll deductions
- Cumulative donations-each donation we process **MUST** be equal to or greater than $500 (Can't add two (2) checks together.)
- Third party donations that are not made to the NIP approved organization name or DBA names provided on the application.
- Third party donations also include Network for Good and Razoo donations, which are first gifted to those organizations and then re-gifted to your organization. (A third-party donation)

INELIGIBLE DONATIONS (CONTINUED)

- Donations which equal less than $500 after consideration of any goods or services returned, such as sponsorships, golf tournament registrations, etc. These should be valued the same way they are for the IRS federal deduction.
- Leased property
- Donations made before certification date.
- No credits may be issued during the dead period, or dated March 16th - 31st, because this is used for reallocation calculations.

YEAR END GIVING

- Given the program cycle, it is best to try to use most of your credits by December 31st.
- Nonprofit organizations on average raise 40% of their budget in the last six weeks of the year. -- *Charity Navigator*
- The average person makes 24% of their annual donations between Thanksgiving and New Years. -- *Center on Philanthropy*
- Studies show that donations by email account for one-third (33%) of all online fundraising revenue for nonprofits. –*winspire*
- A third (33%) of December's donations happen on the 31st of the month. -- *Network for Good*

APPLICATION

THE BASICS

- Only one application accepted per FEIN.
- Applications will be available online by May 11th and will only be accepted in the online format.
- No incomplete applications will be considered.
- No late applications will be considered.
- APPLICATIONS & ATTACHMENTS ARE DUE by JUNE 30 each year.
- Only the "Application Received" E-MAIL will serve as proof that your application was received.

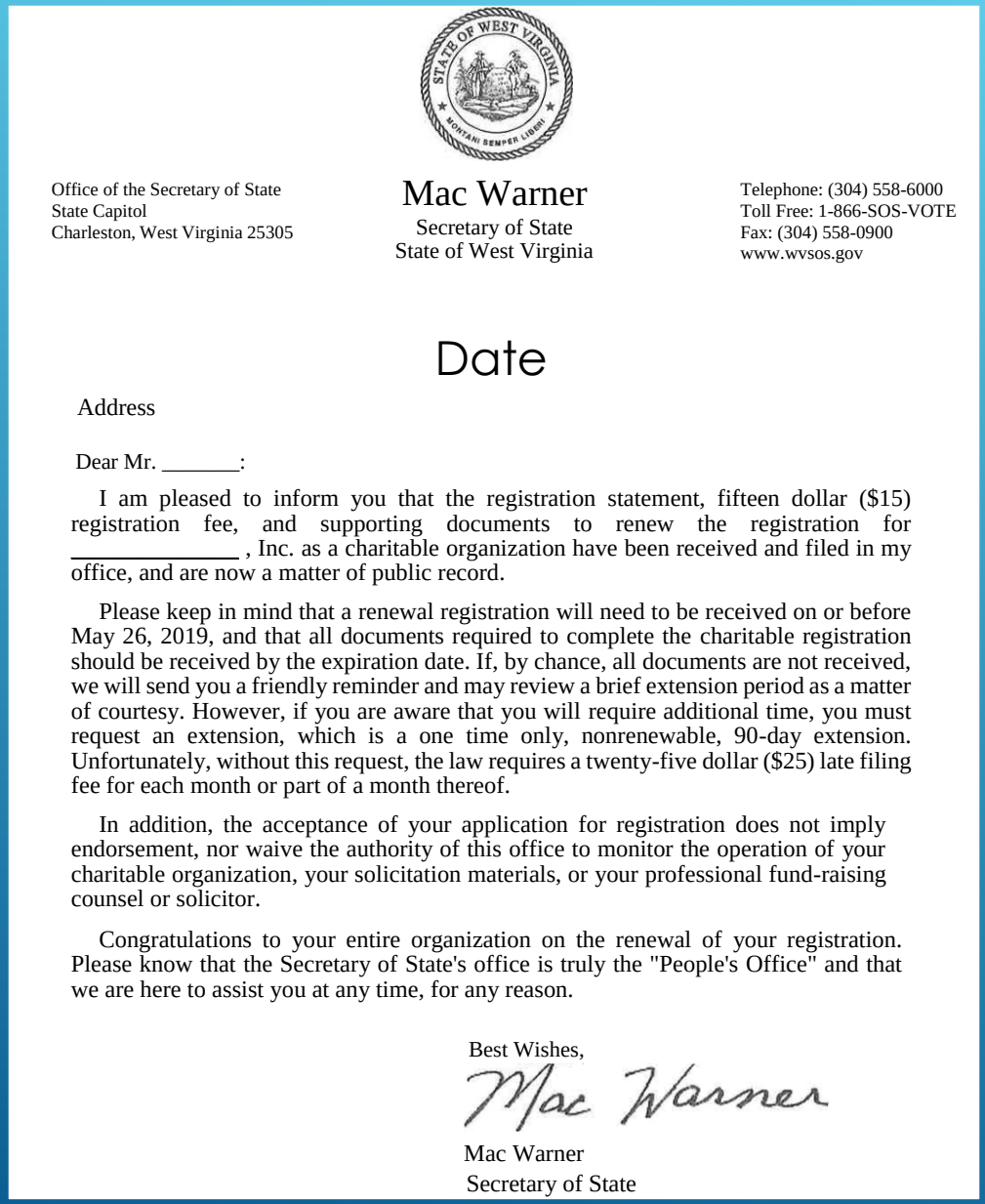
THE BASICS – NEW RULE

- When an organization is notified there is missing documentation or incorrect documentation, they will have until July 10th to submit the information and if it is received after that date there will be a three (3) point penalty.

ITEMS NEEDED TO COMPLETE THE APPLICATION

1. **Computer with internet access.**
2. **Contact information for two persons.** (CEO/NIP Contact)
3. **Most recent year of your organization's NIP participation.**
4. **Two-year history of your organization's fundraising goals.**
5. **Required attachments** *(All attachments should be current or most recent copies)*
    a. **IRS 501(c)(3) Determination Letter** *(www.IRS.gov)*
    b. **Charitable Organization Confirmation from the Secretary of State's office** *(304-558-8000)* **with unexpired date**
    c. **Annual Financial Statement**
    d. **Board Resolution** *(Sample provided at www.wvcad.org/nip)*
    e. **Names, with city and state only, of Board members**
    f. **NIP Program Contract** *(Provided at www.wvcad.org/nip)*
    g. **FY-21Workshop Questionnaire.**

SECRETARY OF STATE REGISTRATION LETTER



Office of the Secretary of State
State Capitol
Charleston, West Virginia 25305

Mac Warner
Secretary of State
State of West Virginia

Telephone: (304) 558-6000
Toll Free: 1-866-SOS-VOTE
Fax: (304) 558-0900
www.wvsos.gov

Date

Address

Dear Mr. _____:

I am pleased to inform you that the registration statement, fifteen dollar ($15) registration fee, and supporting documents to renew the registration for _____ , Inc. as a charitable organization have been received and filed in my office, and are now a matter of public record.

Please keep in mind that a renewal registration will need to be received on or before May 26, 2019, and that all documents required to complete the charitable registration should be received by the expiration date. If, by chance, all documents are not received, we will send you a friendly reminder and may review a brief extension period as a matter of courtesy. However, if you are aware that you will require additional time, you must request an extension, which is a one time only, nonrenewable, 90-day extension. Unfortunately, without this request, the law requires a twenty-five dollar ($25) late filing fee for each month or part of a month thereof.

In addition, the acceptance of your application for registration does not imply endorsement, nor waive the authority of this office to monitor the operation of your charitable organization, your solicitation materials, or your professional fund-raising counsel or solicitor.

Congratulations to your entire organization on the renewal of your registration. Please know that the Secretary of State's office is truly the "People's Office" and that we are here to assist you at any time, for any reason.

Best Wishes,

Mac Warner

Mac Warner
Secretary of State

Not the Annual Report Fee paid letter

Not the Letter stating you are a Corporation

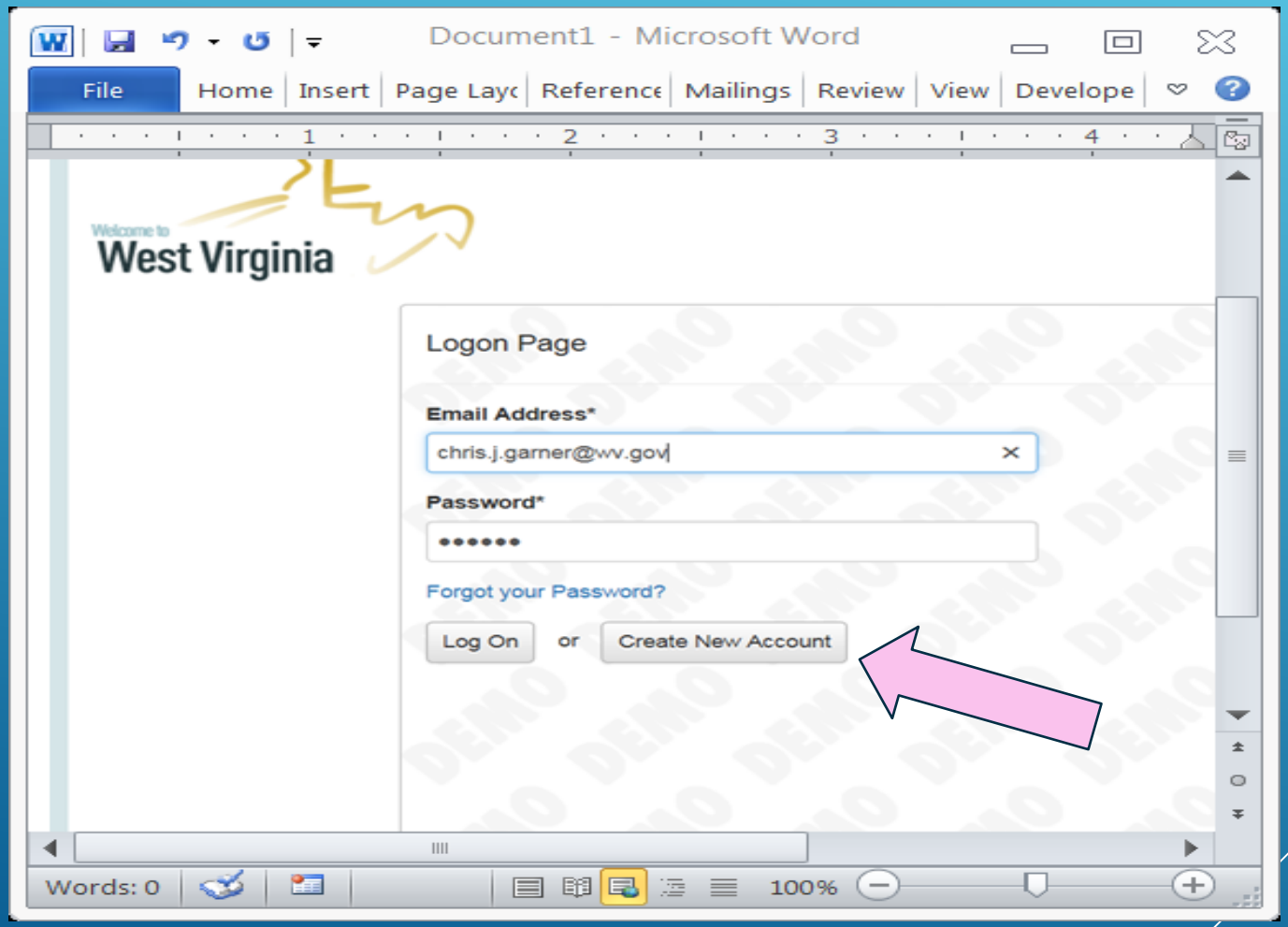
TO APPLY FOR NIP CREDIT, VISIT OUR WEB PAGE

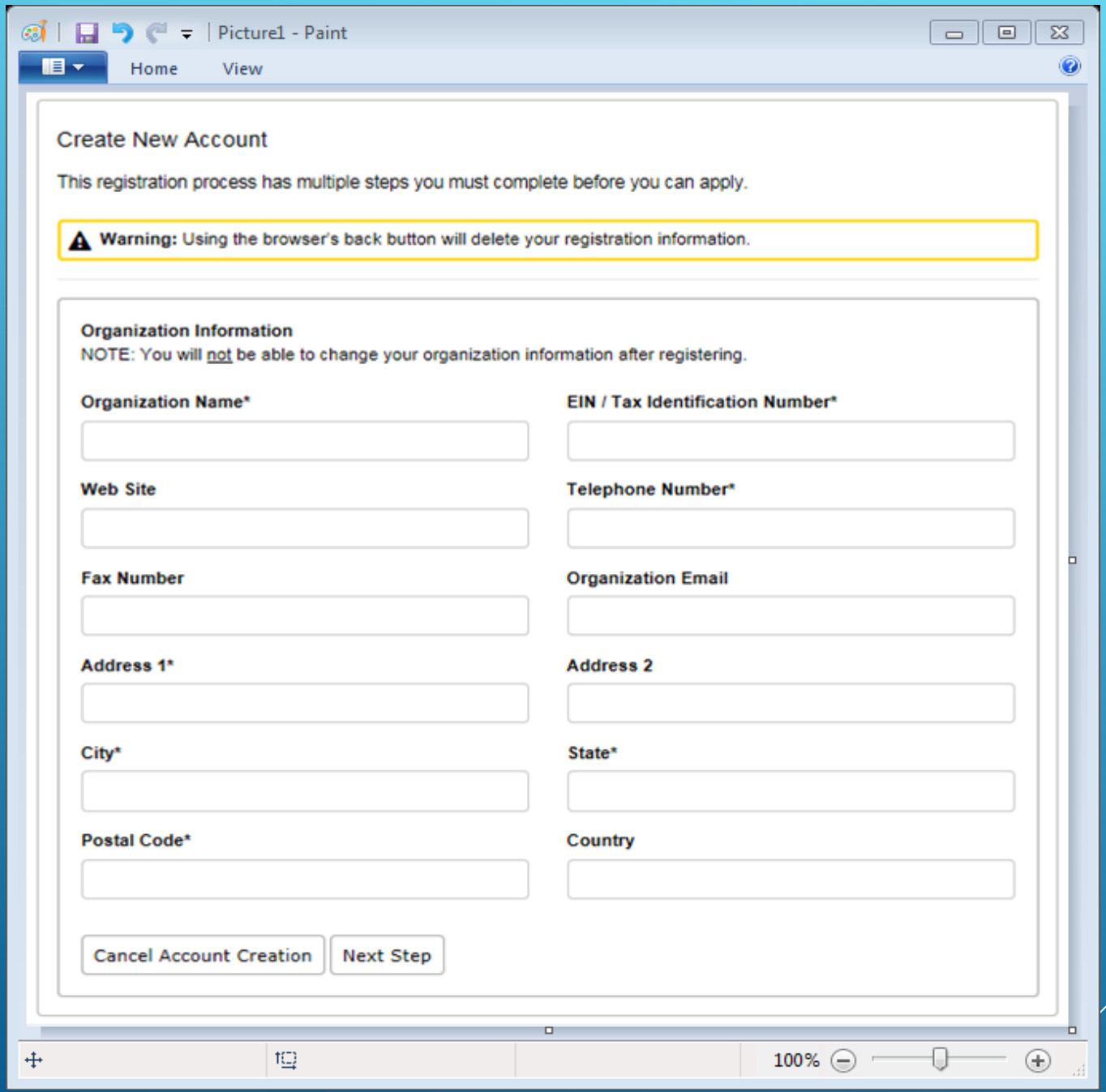
WWW.WVCAD.ORG/NIP

CLICK THE LINK TITLED, "NIP LOGIN"

Remember to only ask for an amount of credit you are confident your organization can use.

CREATE NEW ACCOUNT
(FOR NEW APPLICANT ORGANIZATIONS ONLY)




Picture1 - Paint
Home
View
Create New Account
This registration process has multiple steps you must complete before you can apply.
Warning: Using the browser's back button will delete your registration information.
Organization Information
NOTE: You will not be able to change your organization information after registering.
Organization Name*
EIN / Tax Identification Number*
Web Site
Telephone Number*
Fax Number
Organization Email
Address 1*
Address 2
City*
State*
Postal Code*
Country
Cancel Account Creation
Next Step
100%

NIP CONTACT INFORMATION

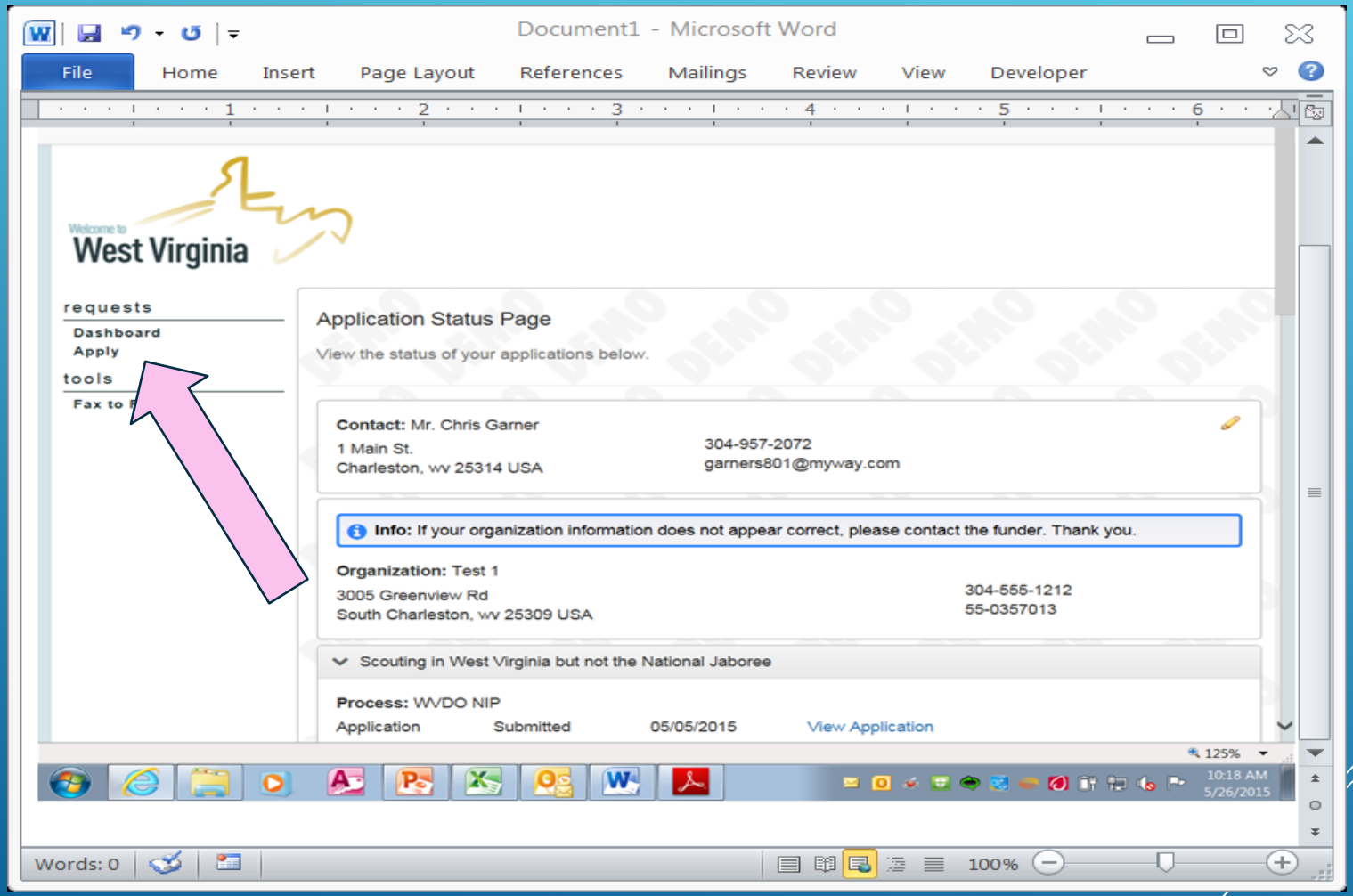
Each organization should provide contact information for a minimum of TWO individuals.

Contacts:

- Executive Director
- NIP Contact
- Alternate

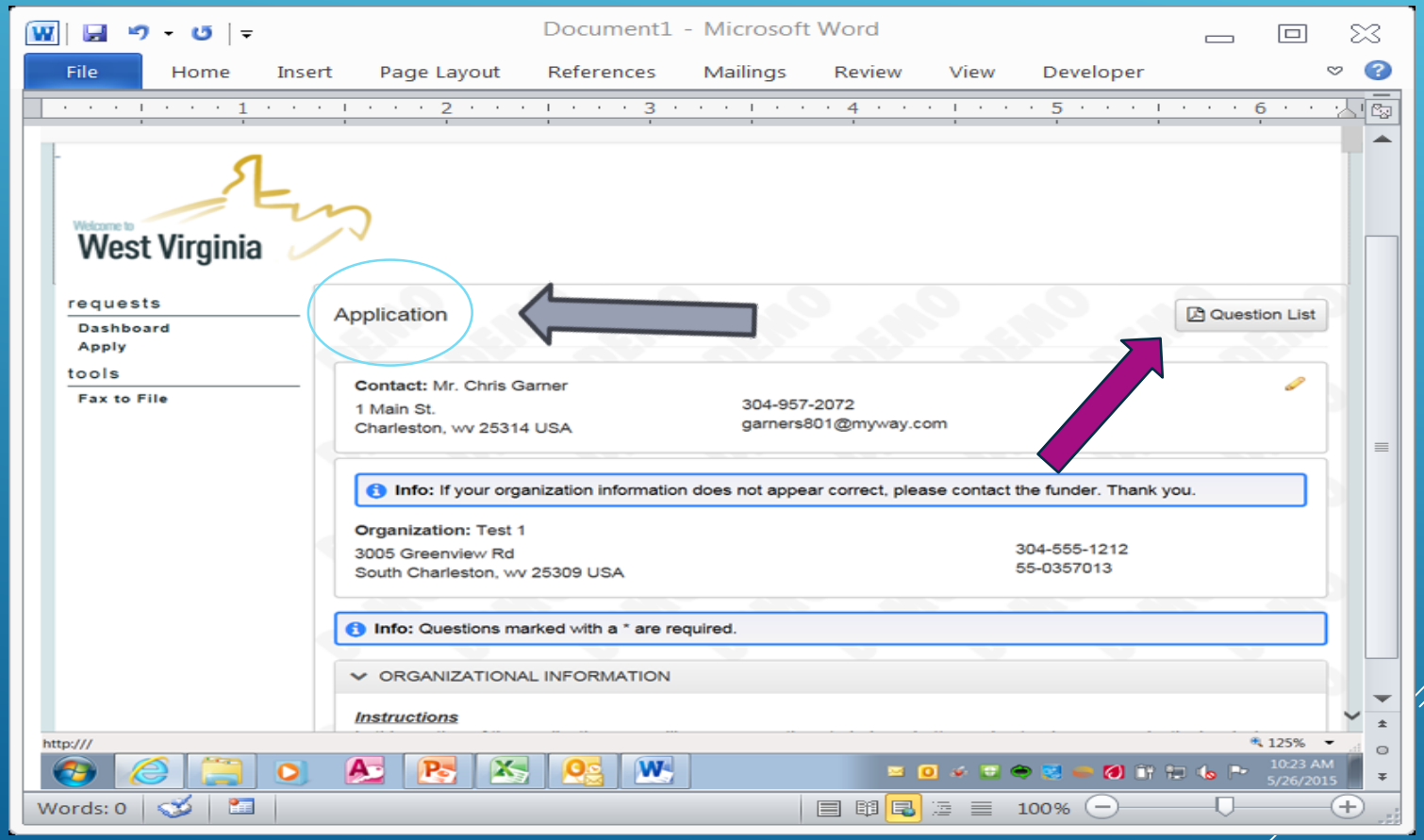
APPLYING FOR NIP CREDIT

Log on to your NIP account and click apply



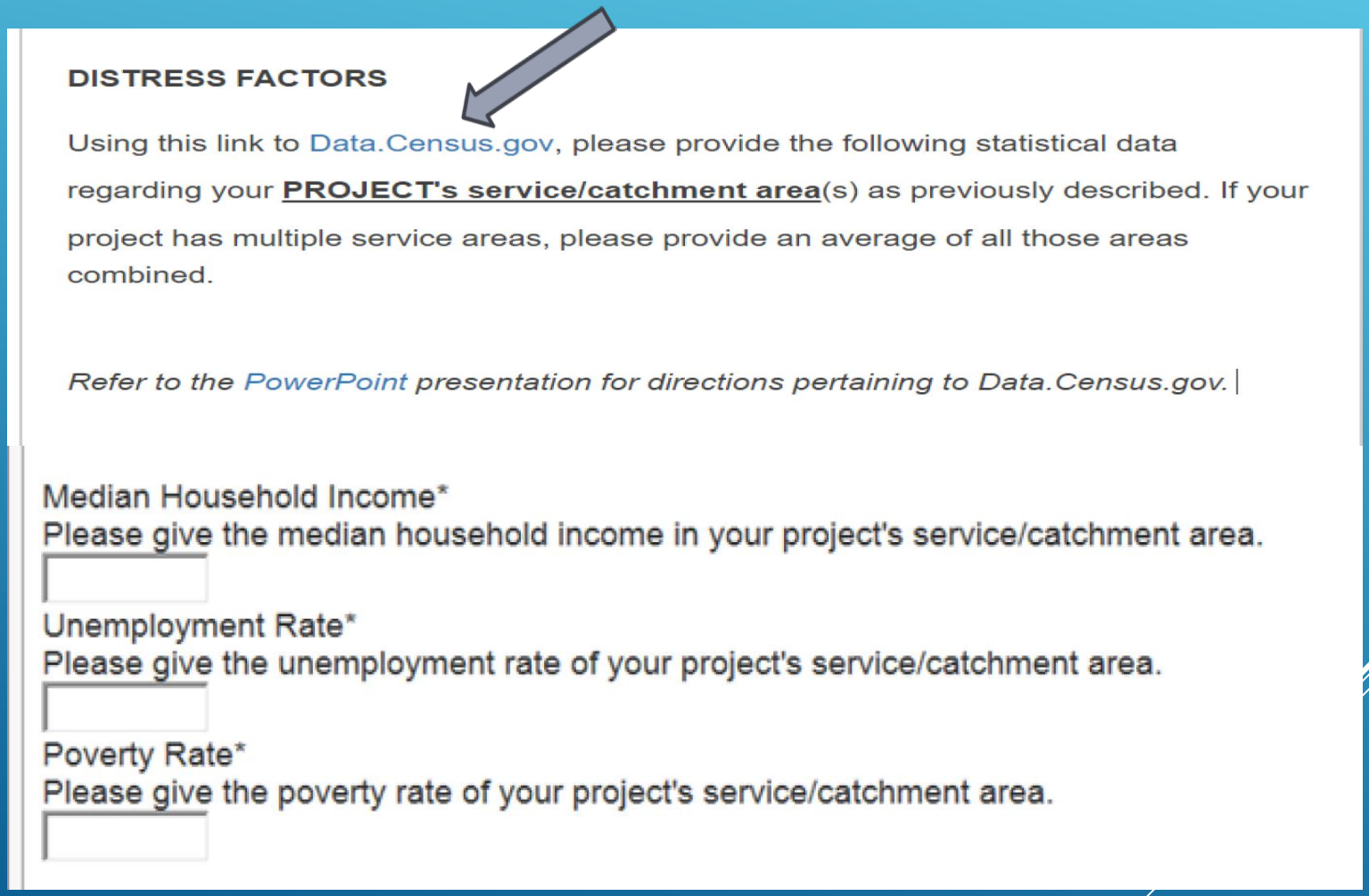
APPLYING FOR NIP CREDIT

The application will display and you are ready to begin. You can even print a question list if you like.



LINKS

Links are provided within the application to make required information easier to access.



DISTRESS FACTORS

Using this link to Data.Census.gov, please provide the following statistical data regarding your **PROJECT's service/catchment area**(s) as previously described. If your project has multiple service areas, please provide an average of all those areas combined.

Refer to the PowerPoint presentation for directions pertaining to Data.Census.gov.

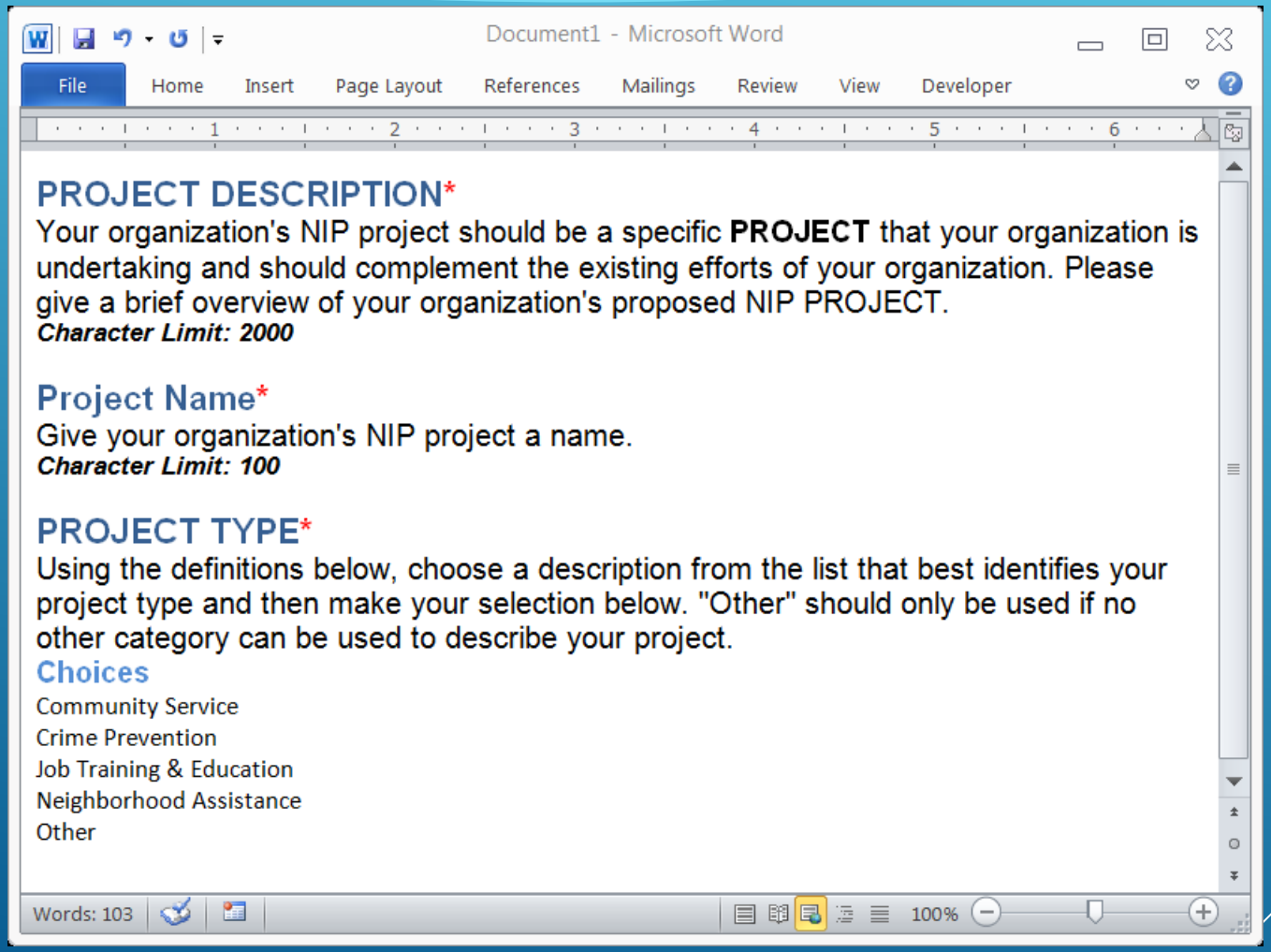
Median Household Income*
Please give the median household income in your project's service/catchment area.

Unemployment Rate*
Please give the unemployment rate of your project's service/catchment area.

Poverty Rate*
Please give the poverty rate of your project's service/catchment area.

NIP PROJECT INFORMATION

We will publicize your project description in the Participant Directory.



Please be sure to use spell check on your description.

NIP PROJECT TYPES

Neighborhood Assistance is the provision of financial assistance, labor, materials, and/or technical advice in the physical or economic improvement of the project location. Neighborhood Assistance also includes providing technical advice to promote higher employment in the area.

Community Service is to provide at no charge: a) Any type of counseling, b) Emergency assistance or medical care, c) Recreational or housing facilities, d) Economic development assistance, or e) Community technical assistance and capacity building.

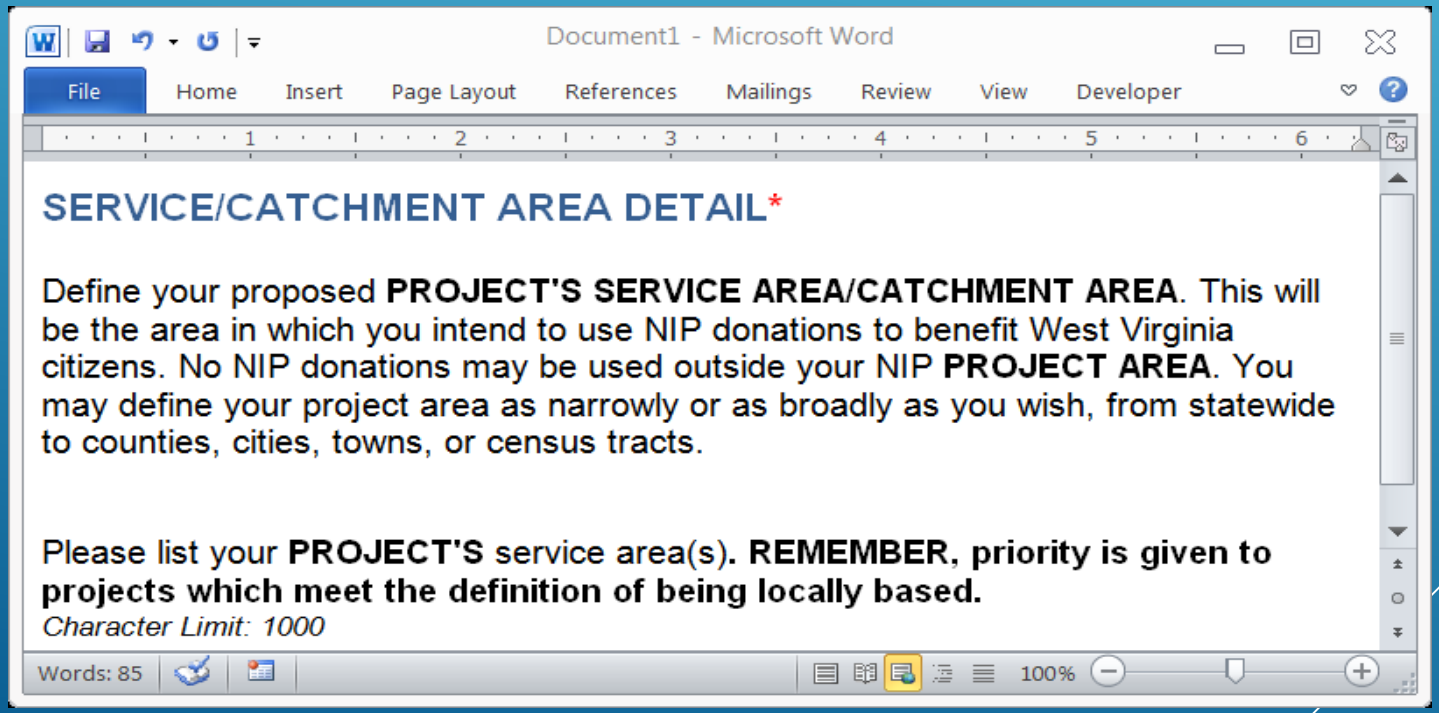
Crime Prevention includes any project whose aim is to reduce crime.

Job Training and Education is to provide instruction to individuals within the project area that enables them to acquire the vocational skills needed to become employed or to seek a higher grade of employment. This type of project would also include any other forms of scholastic instruction with the exceptions of physical training, physical conditioning, sports training, and sports camps.

Other Project Types are those that would meet the overall goals of the NIP--serving low-income individuals and distressed areas.

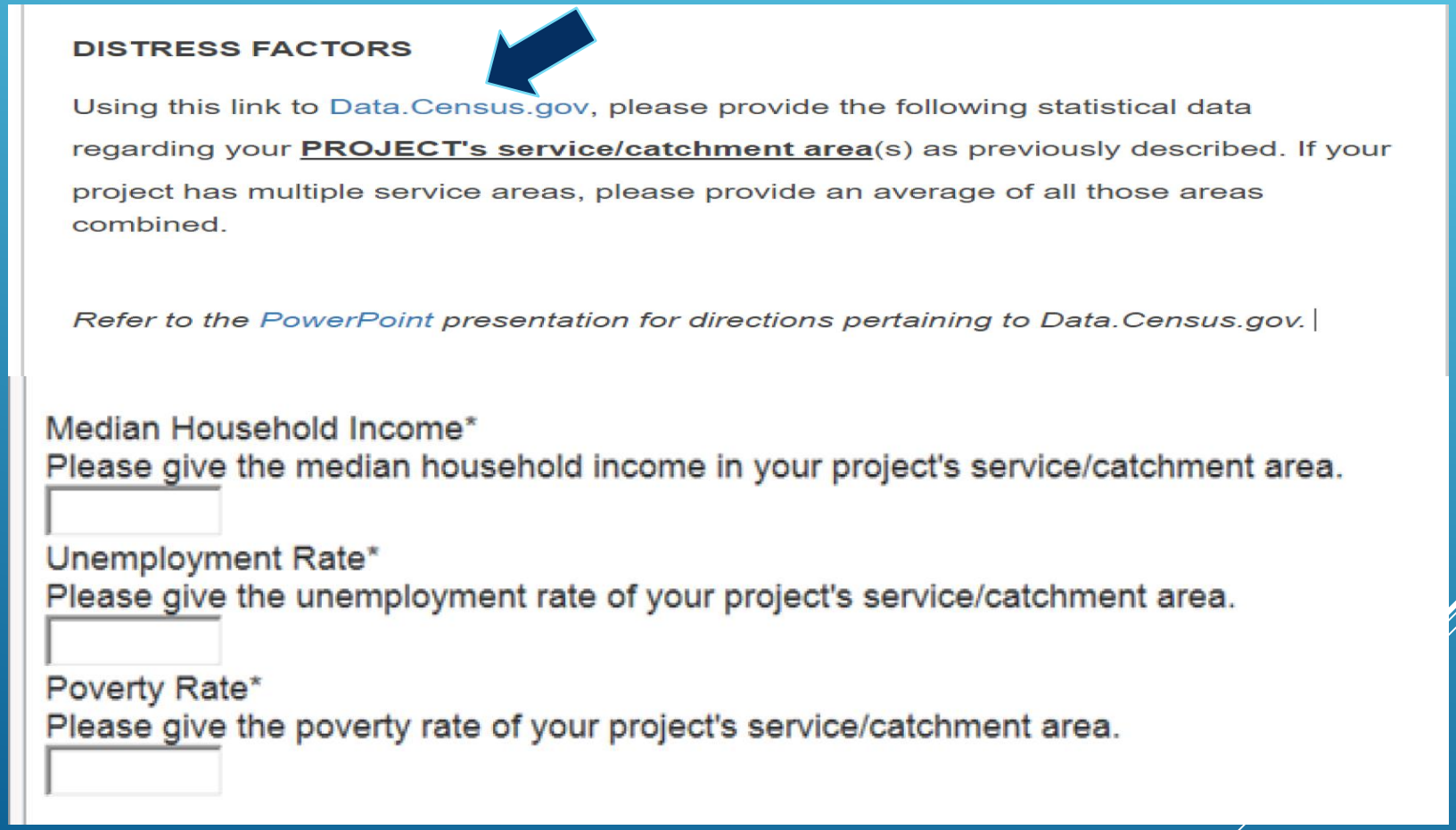
NIP PROJECT AREA

- Please report your precise NIP project area.
- Remember that LOCAL projects are favored by the NIP Legislation.
- You may identify more than one project area.
- This is **NOT** your organizational service area.
- Report your statistics using data.census.gov.



DISTRESS FACTORS

Please use data.census.gov to answer questions related to Distress Factors in your project's service/catchment area.



DISTRESS FACTORS

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Refer to the PowerPoint presentation for directions pertaining to Data.Census.gov.

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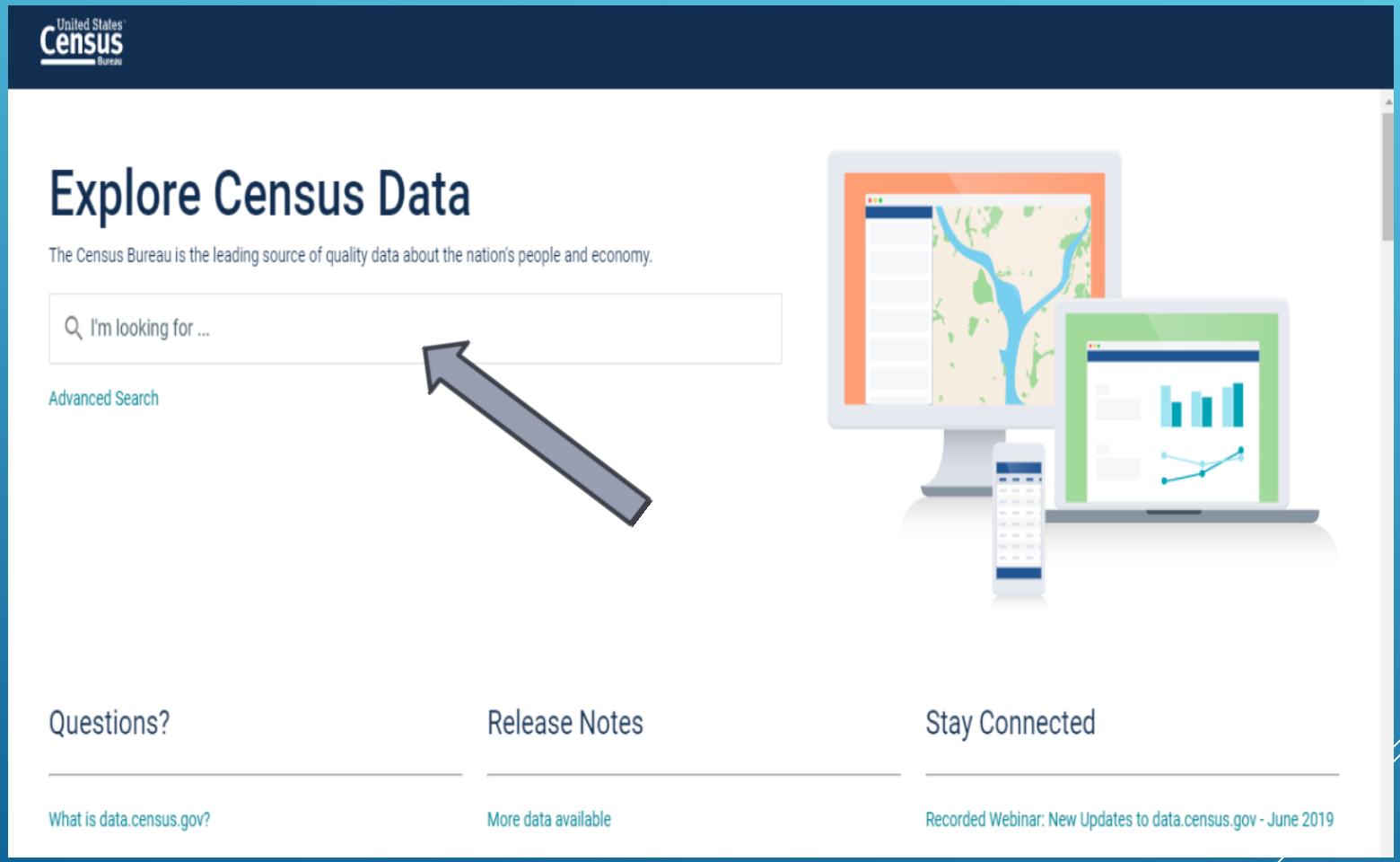
Please give the median household income in your project's service/catchment area.

Unemployment Rate*
Please give the unemployment rate of your project's service/catchment area.

Poverty Rate*
Please give the poverty rate of your project's service/catchment area.

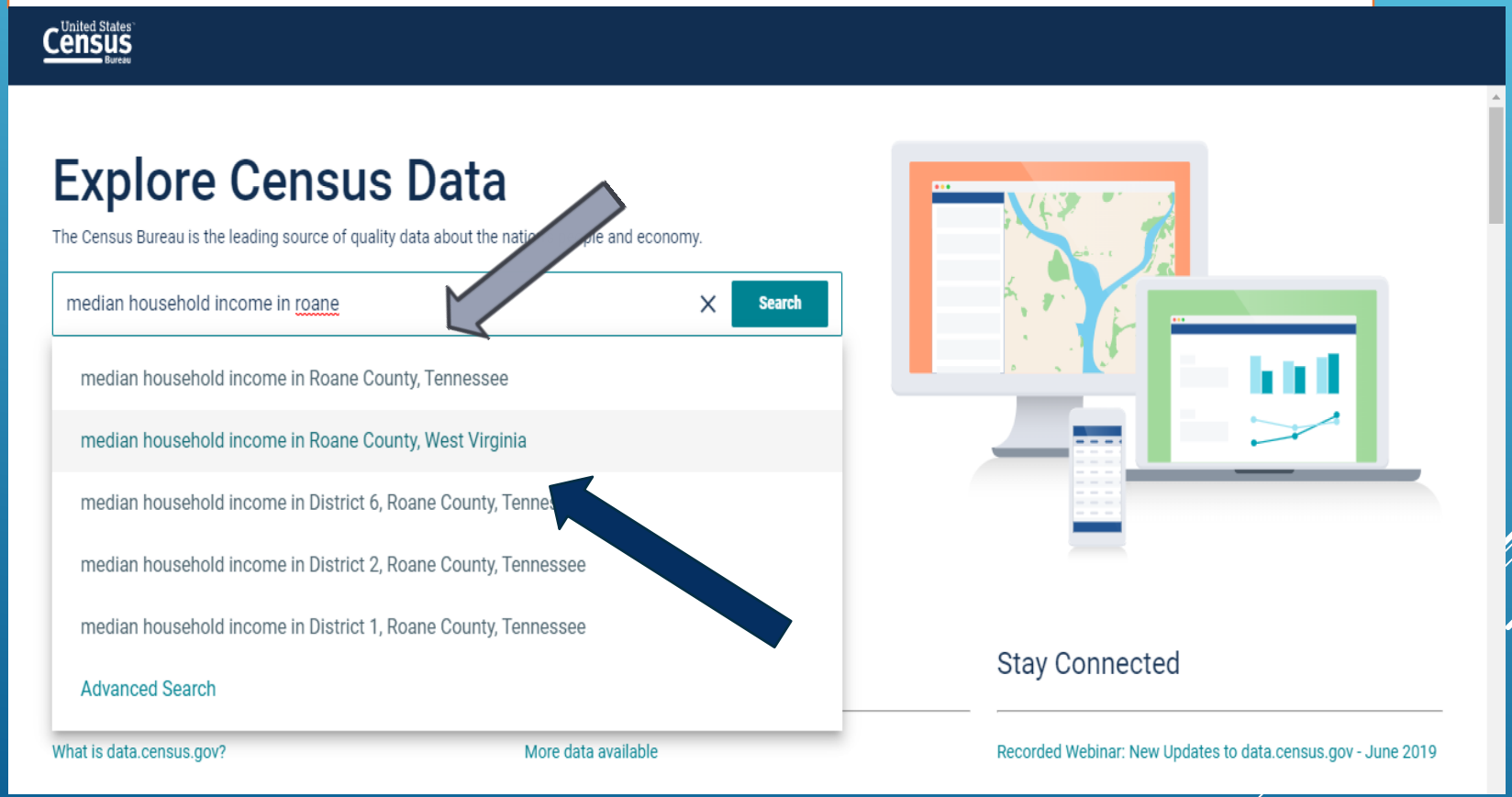
DATA.CENSUS.GOV INSTRUCTIONS

Search for your specific PROJECT area.



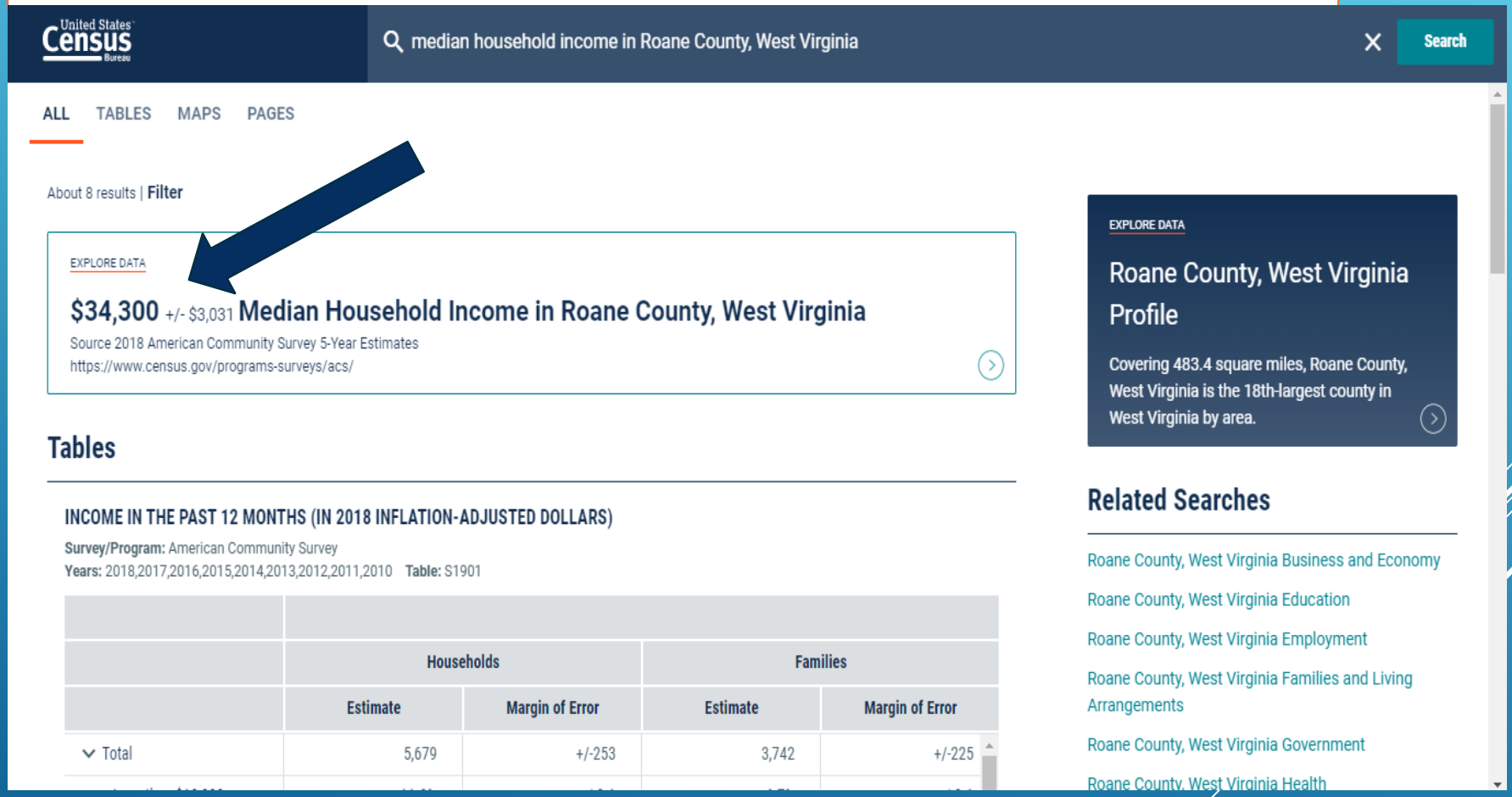
DATA.CENSUS.GOV INSTRUCTIONS

To find the median household income:
Type "median household income in ___ county, WV" then select your appropriate area from the dropdown list. (See example for Roane County below.)



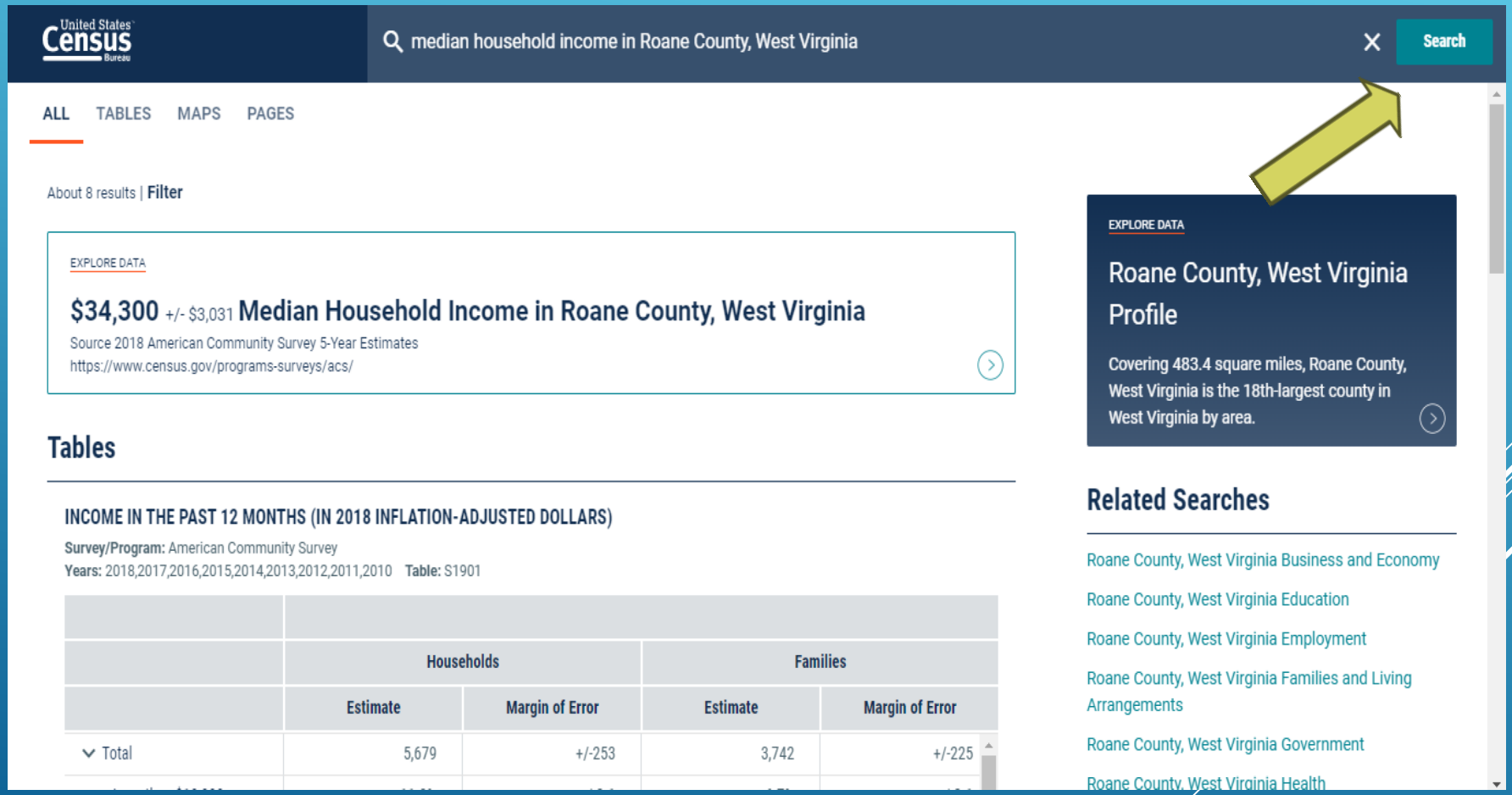
DATA.CENSUS.GOV INSTRUCTIONS

Once you select your appropriate area, the Median Household Income will display on the screen.



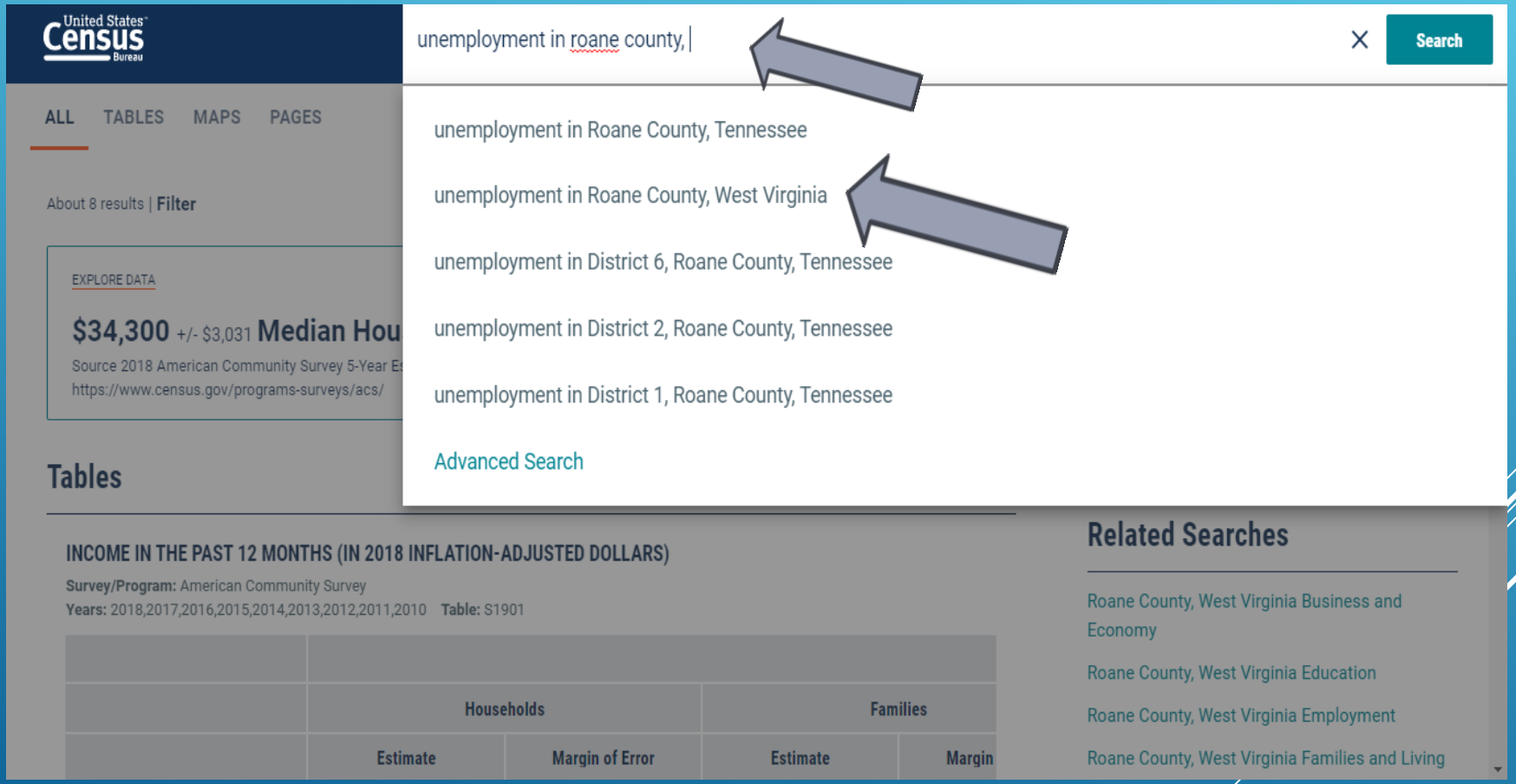
DATA.CENSUS.GOV INSTRUCTIONS

To find the unemployment rate, click "Search". A search bar will open for you to enter your project area.



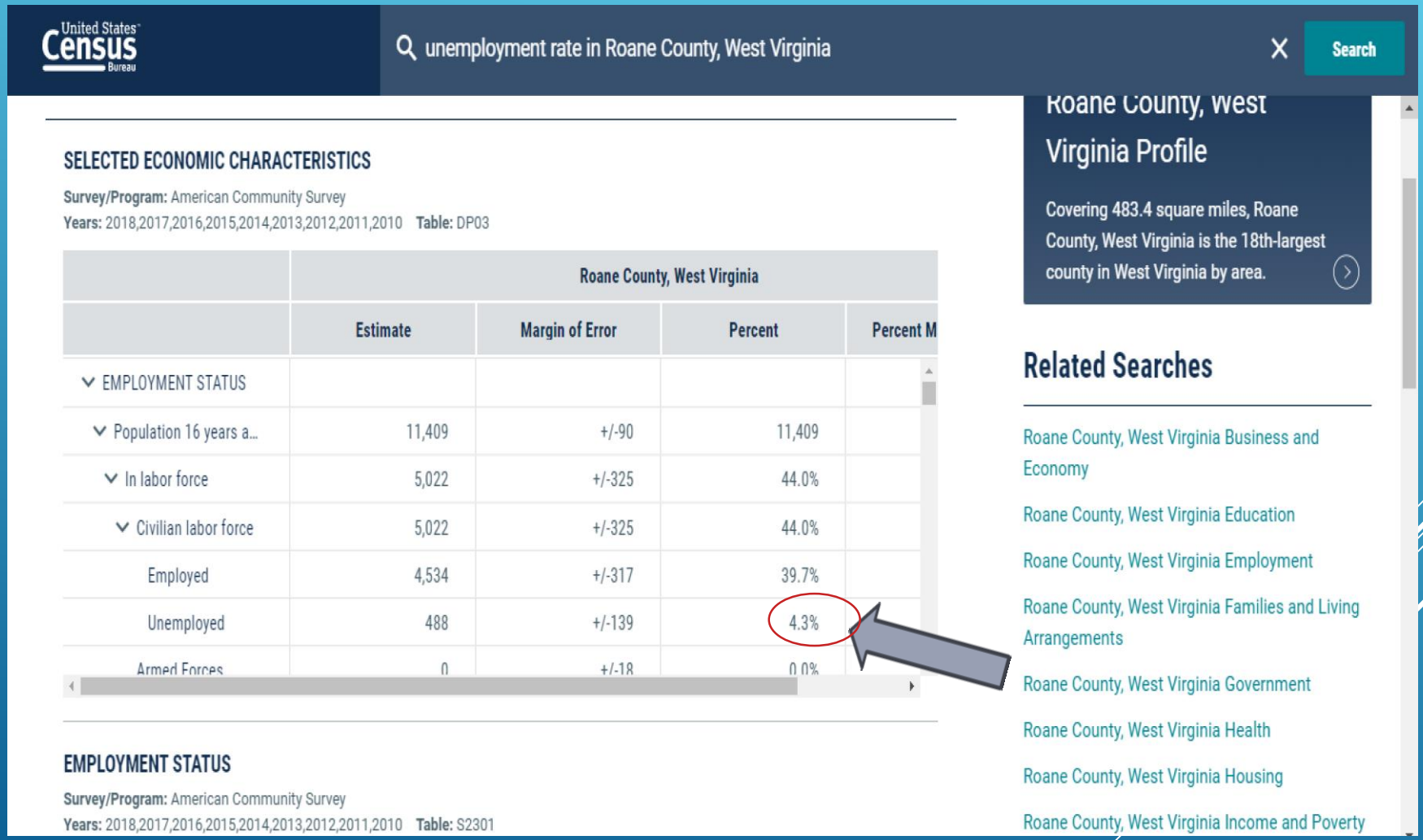
DATA.CENSUS.GOV INSTRUCTIONS

Begin entering your project area and then select it from the dropdown menu.



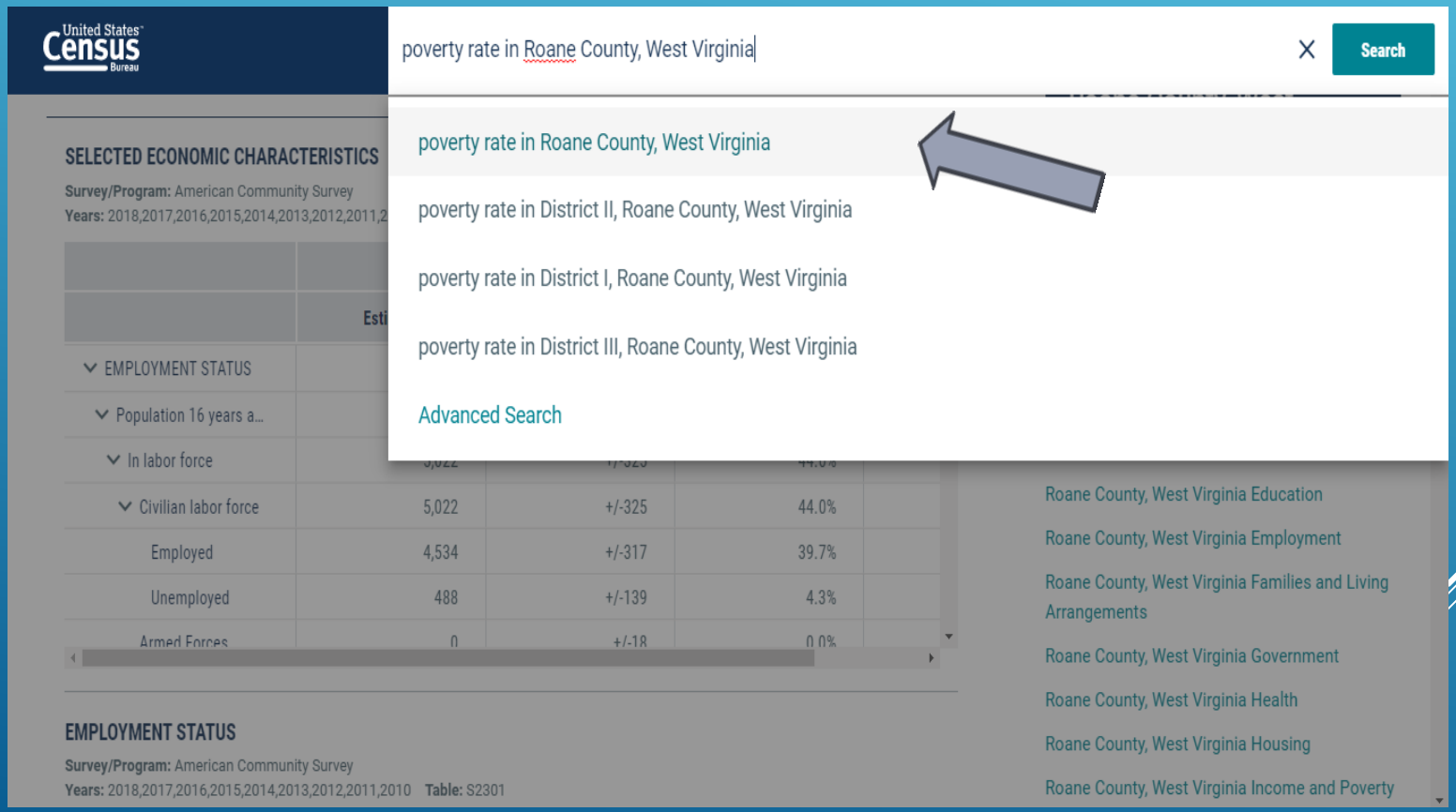
DATA.CENSUS.GOV INSTRUCTIONS

The unemployment rate is found on the table below.



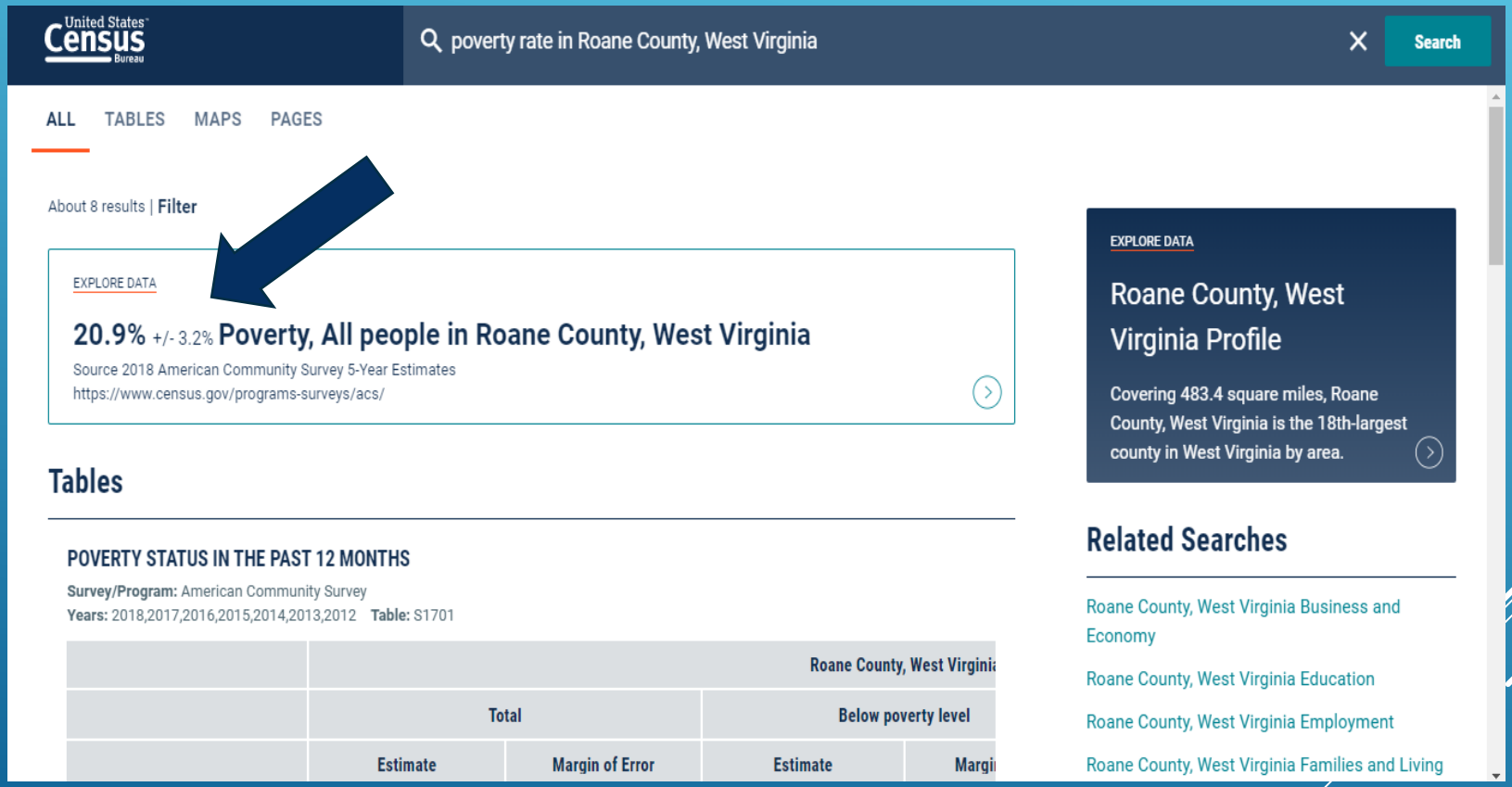
DATA.CENSUS.GOV INSTRUCTIONS

Repeat these steps to find the poverty rate. Notice the dropdown menu also lists "districts". Remember that you can search multiple layers within an area using other search factors such as districts or zip codes.



DATA.CENSUS.GOV INSTRUCTIONS

The poverty rate is indicated by the arrow below.

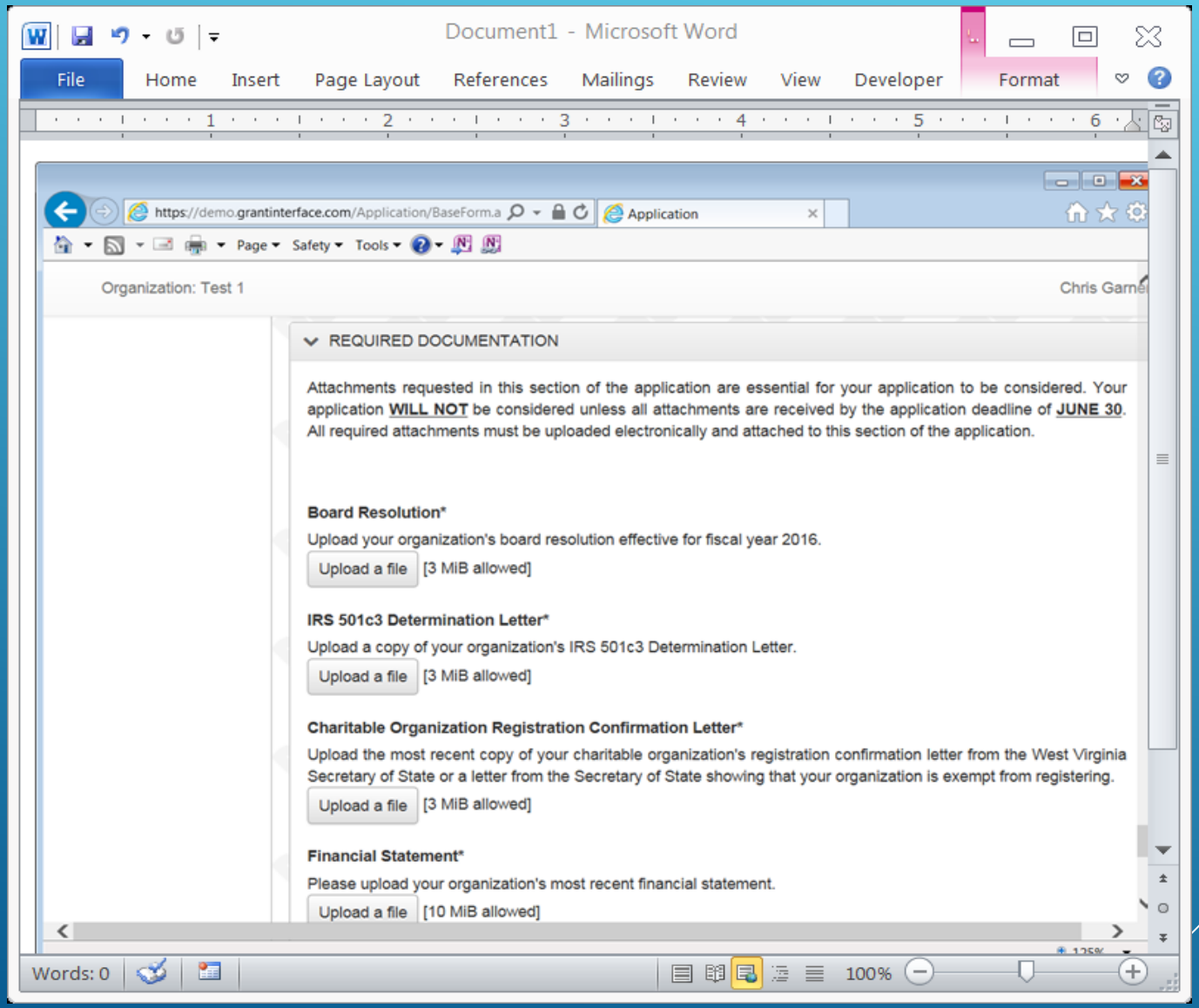


REPORTING STATISTICS FOR MULTIPLE PROJECT AREAS

Reporting Statistics for Multiple Regions:	
For example, if your project covers Wirt, Ritchie, Calhoun, and Roane counties, you will look up the median income, unemployment rate, and poverty rate for each using Factfinder. You would report the statistics highlighted below for your project area.	
Wirt County: **Median Household Income – $38,101** **Unemployment Rate – 5.4%** **Poverty Rate – 15.2%**	Ritchie: Median Household Income – $40,850 Unemployment Rate – 8.4% Poverty Rate – 19.4%
Calhoun: **Median Household Income – $39,384** **Unemployment Rate – 16.2%** **Poverty Rate – 15.9%**	Roane: Median Household Income – $34,144 Unemployment Rate – 10.5% Poverty Rate – 20.3%
Average Median Household Income:	($38,101+$39,384+$40,850+$34,144) /4= $38,119
Average Unemployment Rate:	(5.4%+16.2%+8.4%+10.5%)/4=10.13%
Average Poverty Rate:	(15.2%+15.9%+19.4%+20.3%)/4=17.7%

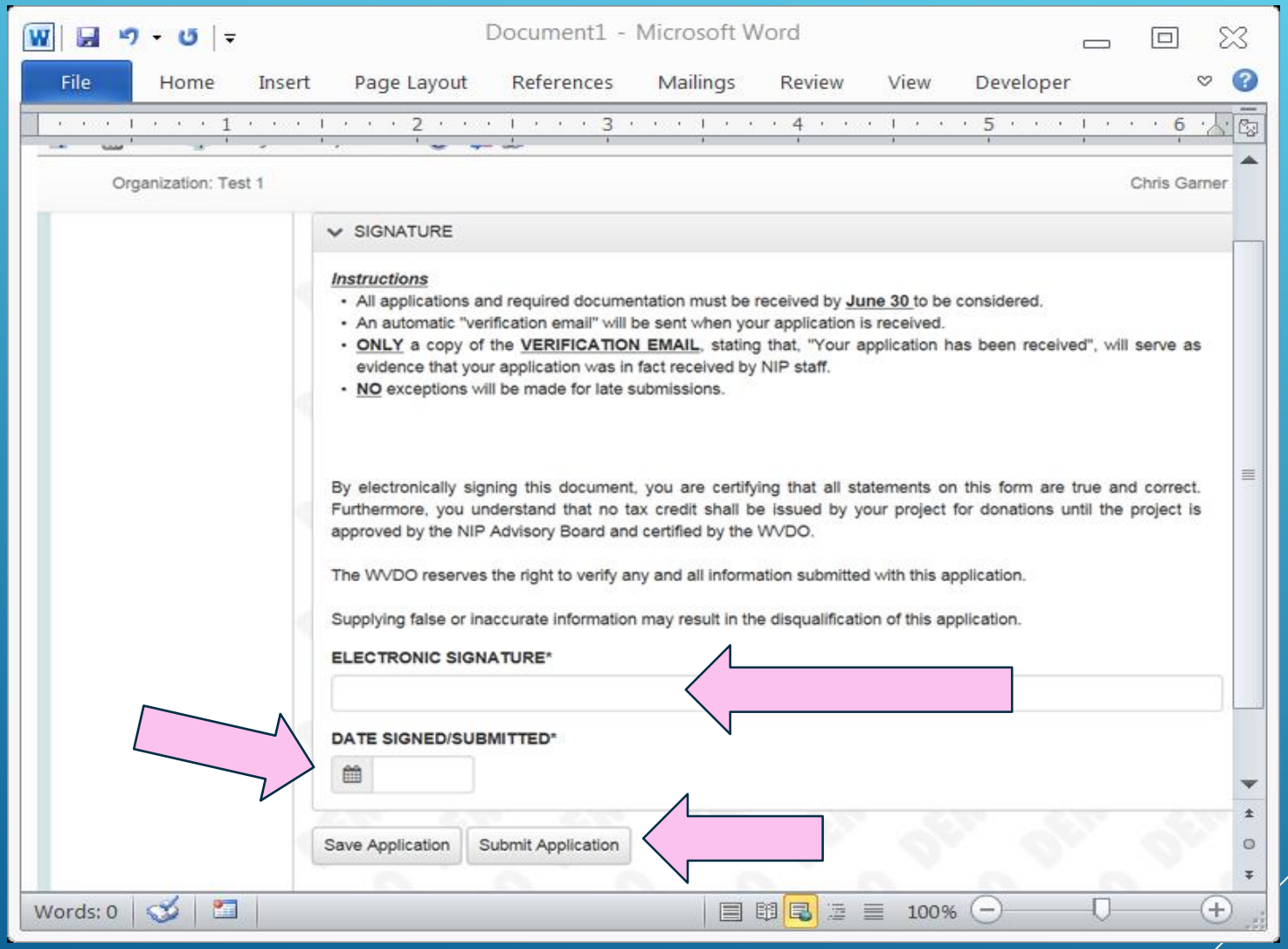
These are not accurate numbers – example only.

REQUIRED DOCUMENTATION

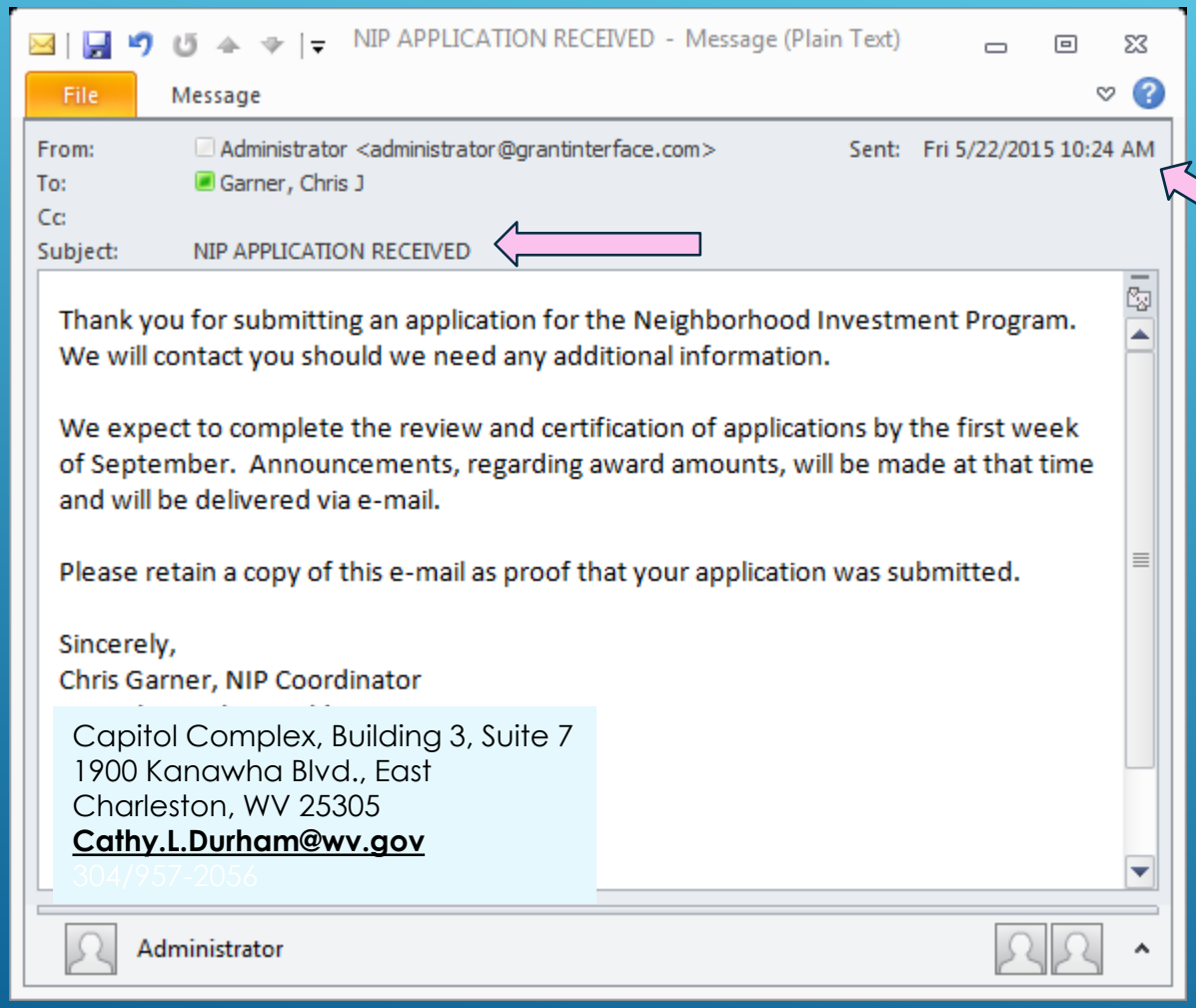


See slide 32 for a complete list of attachments

SIGN, DATE, & SUBMIT



E-MAIL VERIFICATION



PERFORMANCE MEASURES

PERFORMANCE MEASURES

Your performance measures are **extremely important** for your application **score**, **rank**, and **potential tax credit allocation**.

PERFORMANCE MEASURES

- **Your performance measures must SELL your project as a worthy investment to the program in as few words as possible.**
- **Your performance measures must be reportable, as you will report your project progress throughout the year if you receive an allocation.**

PERFORMANCE MEASURES

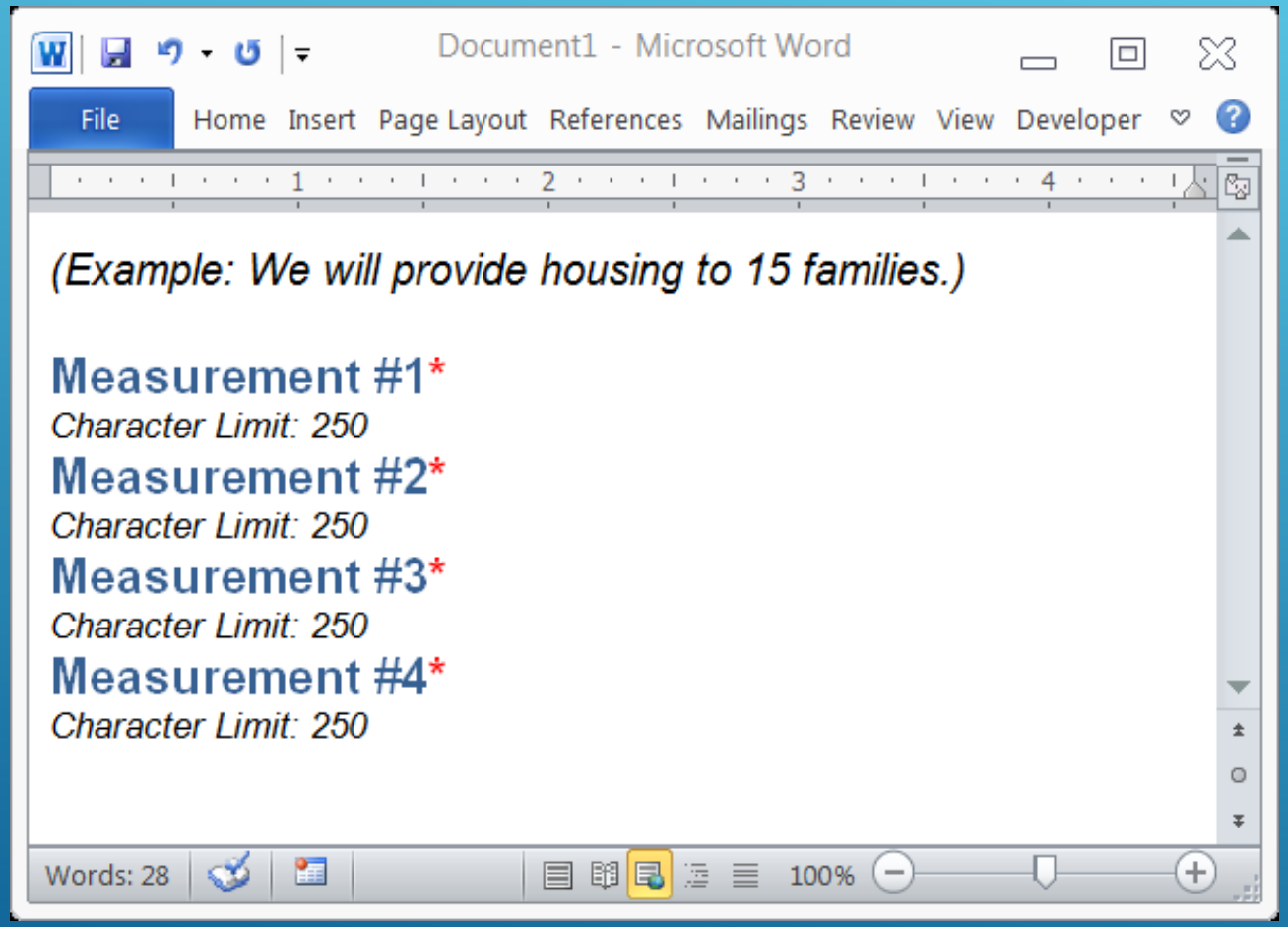
Each performance measurement listed should be:

- Written to capture the intent of the project as it relates to the project activity
- Goal oriented
- Quantifiable using only **one (1) numerical response** per measurement
- Focused on serving the needs of low-income individuals or distressed neighborhoods in your project area
- Easily reportable
- **No percentages**
- One measurement per project is all that is required

PERFORMANCE MEASURES

- They should be precise.
- You do not have to spell out any information you have already listed elsewhere in the application.
- They must tell us exactly what the NIP funds will DO in your community. Nothing more.

PERFORMANCE MEASURES



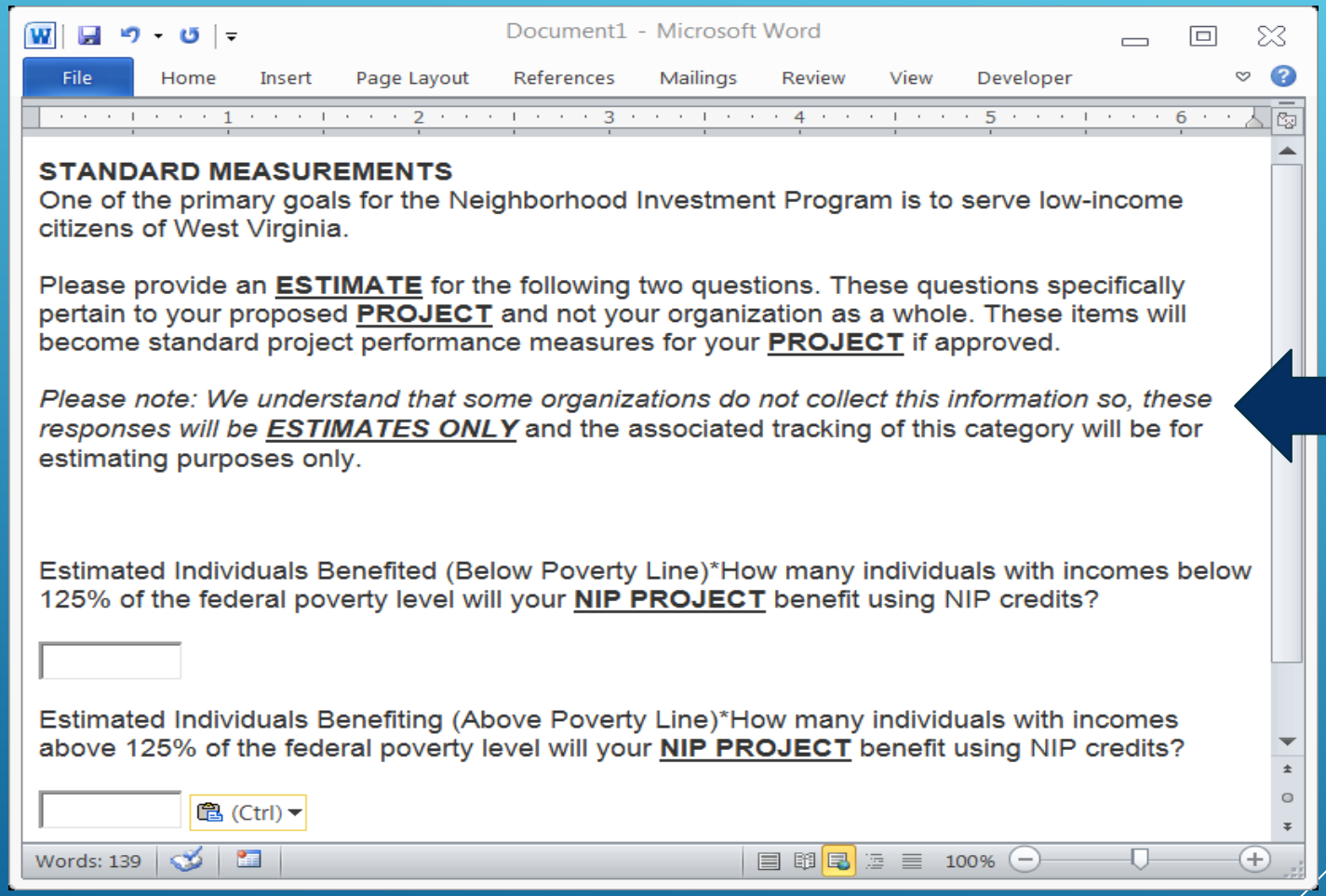
PERFORMANCE MEASURES

You have 250 characters for each performance measure, but ideally, they are less than 100 characters.

Example: We will distribute 2,000 meals to the homeless in the Wheeling area.
-67 Characters

Example: We will demolish 4 dilapidated structures on Brooke Avenue.
-59 Characters

STANDARD MEASUREMENTS



PERFORMANCE MEASURES

If you have trouble, please do not hesitate to call us.

We are here to help you use your tax credits!

PARTICIPANT GUIDE

PARTICIPANT GUIDE

- Certification
- Tax Credit Voucher
- Issuing Credit
- Donation Processing
- Period Reporting
- Reallocation

CERTIFICATION OF AWARDS

- All certified projects will receive an e-mail notification of their award amount by September 1st.
- No donations can be accepted for NIP tax credit prior to the certification date.
- No NIP credit can be issued prior to the certification date.

TAX CREDIT VOUCHER

- All certified projects will receive one (1) tax credit voucher by e-mail.
- This voucher is an official tax document. *Complete it using legal names and addresses of donors.*
- This voucher should be copied for use for each donor. (If you fill it in by hand, please delete the "click here" statements first.)
- You must retain a copy of the completed voucher for your records. The WVCAD may also request a copy at any time.

TAX CREDIT VOUCHERS

This is the section of the tax credit voucher you will fill out for each donor. You must provide a copy to the donor and keep one for your files.

PART II – SPONSORING AGENCY CERTIFICATION OF DONOR TAX CREDIT ELIGIBILITY

The above-named sponsoring agency thanks you for your contribution to our project and certifies you as eligible for a Neighborhood Investment Program tax credit in the amount below. I certify that the 3 percent fee on your contribution has been paid to the West Virginia Development Office. I remind you that the maximum annual credit that you may claim on this program for **all** projects may not exceed $100,000. You **must** attach a copy of this voucher to the West Virginia Neighborhood Investment Program Tax Credit Schedule (Form WV/NIPA-2) when claiming this credit.

Donor Information

Name of Taxpayer (Donor): **Legal Name(s) of donor(s)**

Mailing Address: _____

Contribution Dollar Value Eligible for Tax Credit: _____

(Circle All That Apply):

Cash Publicly Traded Stock Real Property Personal Property In-Kind Services

Amount of Credit: _____ Date of Donation: _____

Sponsor Information

Signature of Contact Person: _____

Name of Contact Person (Type or Print): _____

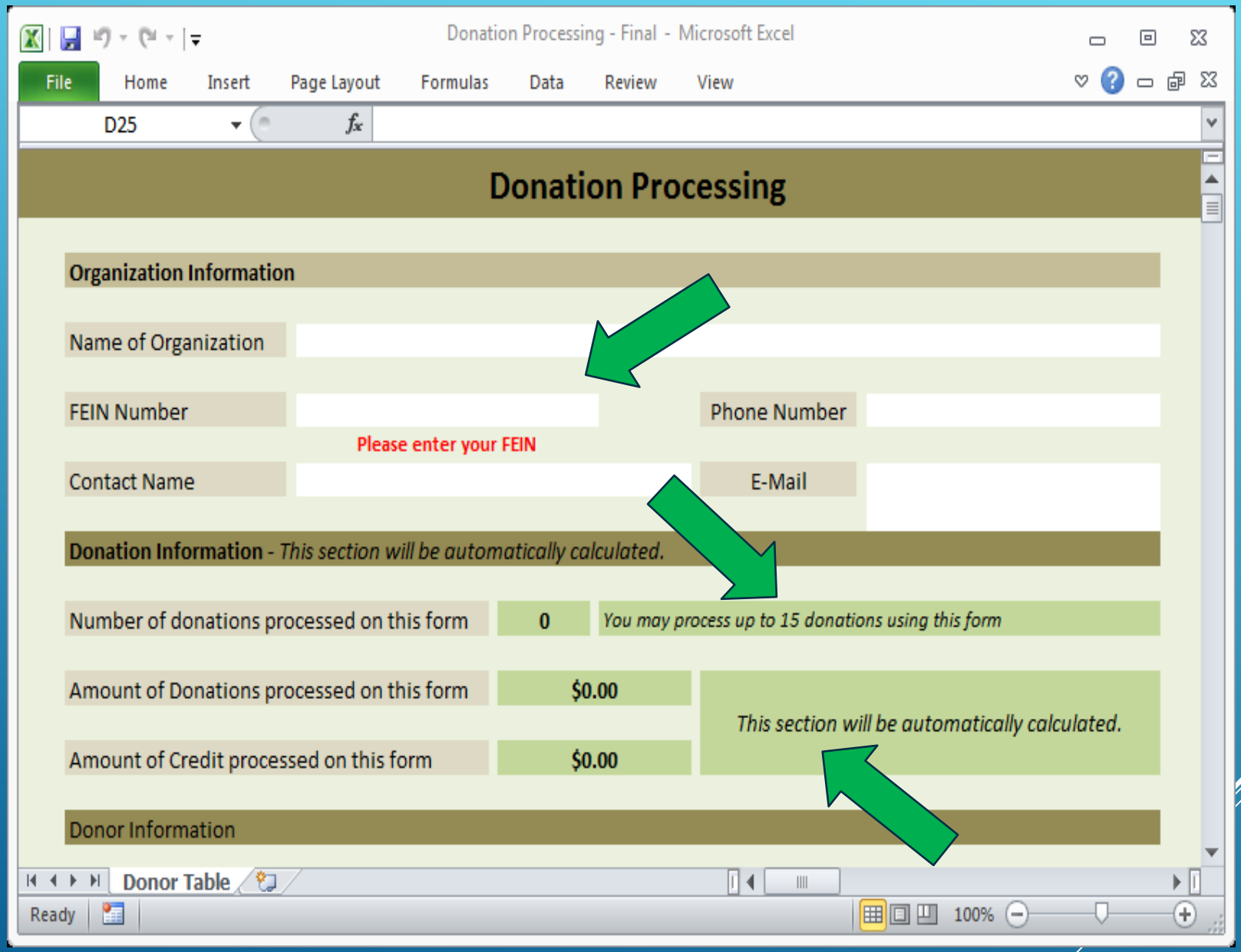
Telephone Number: Date Signed:

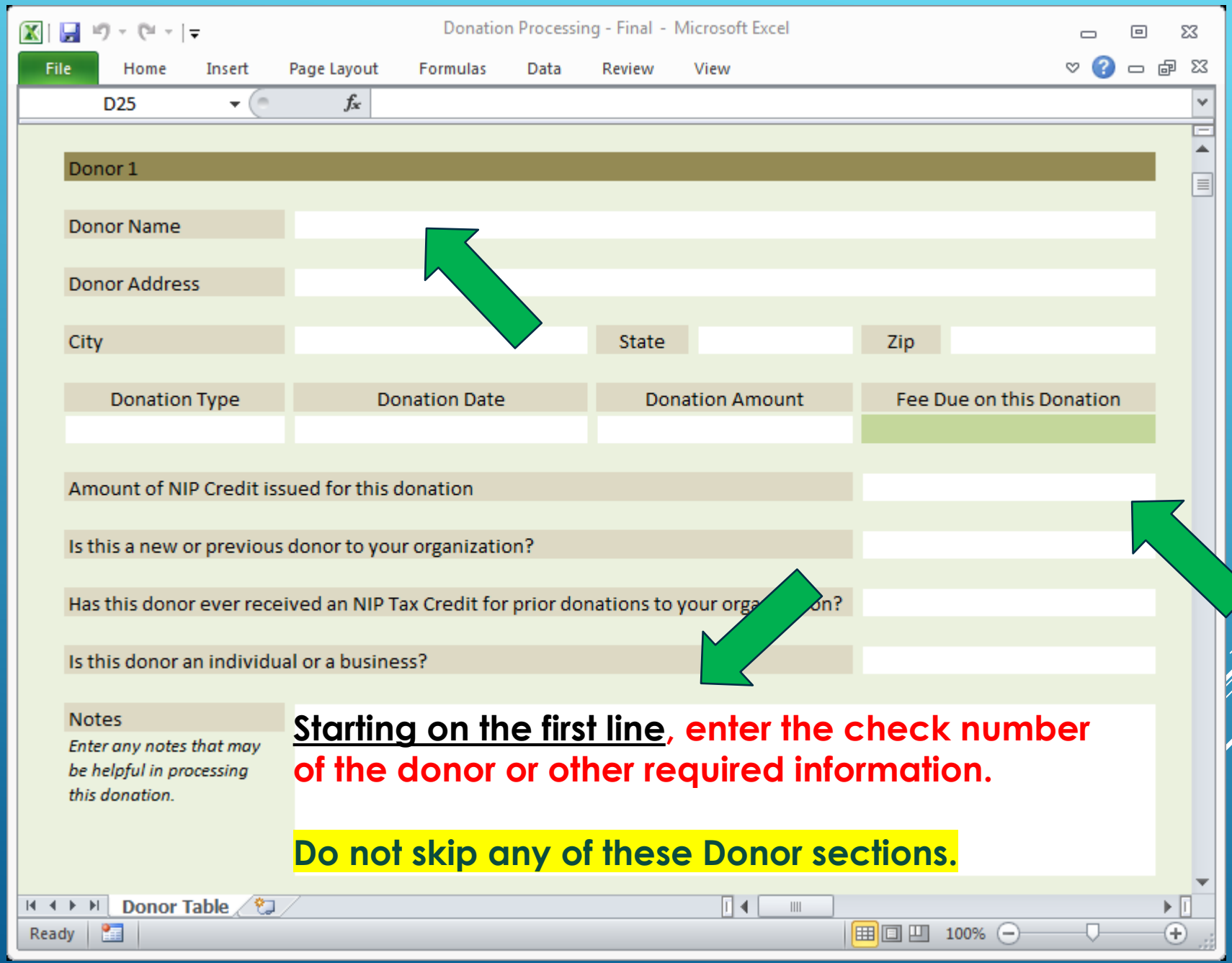
ISSUING CREDIT

- All donations must meet the criteria, as previously stated, to receive NIP credit.
- Give the donor the original printed copy of your completed voucher.
- Keep a copy of the voucher for your records. The WVCAD may also request a copy.
- As a courtesy, it is helpful to provide each donor with Tax Credit Instructions at http://tax.wv.gov/Documents/TaxForms/2015/nipa2.instructions.pdf and the tax credit schedule at http://tax.wv.gov/Documents/TaxForms/2015/nipa2.pdf

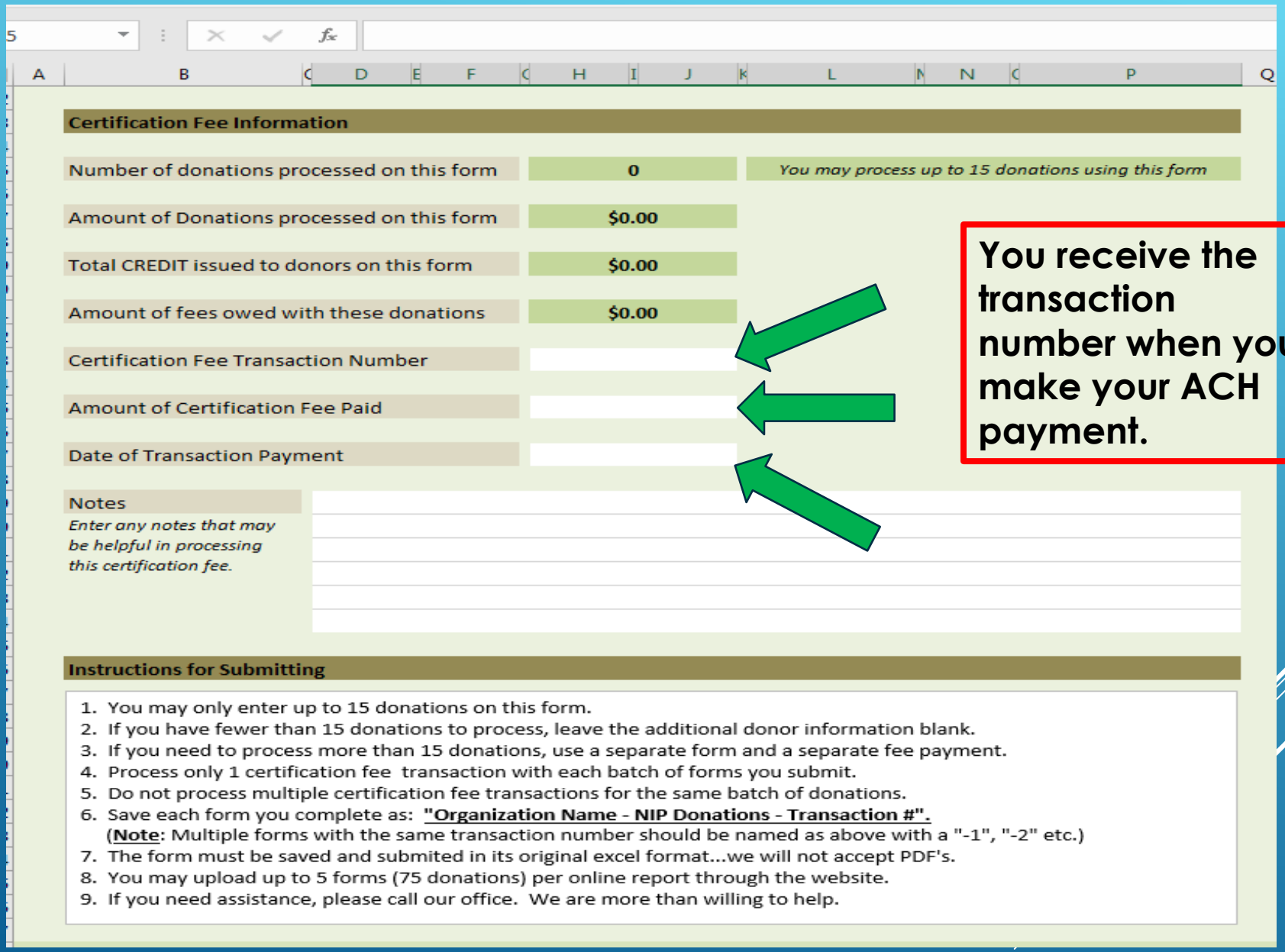
Donation Processing

- All donations for which NIP credit has been issued, must be reported to the WVCAD using the "Donation Processing" form. (excel sheet)
- The "DONATION PROCESSING" form is accessible at www.WVCAD.org/nip *DO NOT USE AN OLD FORM*
- Follow all directions as given on the form.
- Legislation says all donations should be reported within 30 days of receipt of the donation.
- To report your donations, log on to your NIP account and upload your excel report (called Donation Processing Form – found on the webpage.)
- Call NIP staff for help.


Donation Processing - Final - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
D25
Donation Processing
Organization Information
Name of Organization
FEIN Number
Please enter your FEIN
Phone Number
Contact Name
E-Mail
Donation Information - This section will be automatically calculated.
Number of donations processed on this form
0
You may process up to 15 donations using this form
Amount of Donations processed on this form
$0.00
Amount of Credit processed on this form
$0.00
This section will be automatically calculated.
Donor Information
Donor Table
Ready
100%


Donation Processing - Final - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
D25
Donor 1
Donor Name
Donor Address
City
State
Zip
Donation Type
Donation Date
Donation Amount
Fee Due on this Donation
Amount of NIP Credit issued for this donation
Is this a new or previous donor to your organization?
Has this donor ever received an NIP Tax Credit for prior donations to your orga on?
Is this donor an individual or a business?
Notes
Enter any notes that may be helpful in processing this donation.
Starting on the first line, enter the check number of the donor or other required information.
Do not skip any of these Donor sections.
Donor Table
Ready
100%

Donation Processing Form



Certification Fee Information

Number of donations processed on this form	0	*You may process up to 15 donations using this form*
Amount of Donations processed on this form	$0.00	
Total CREDIT issued to donors on this form	$0.00	
Amount of fees owed with these donations	$0.00	
Certification Fee Transaction Number		
Amount of Certification Fee Paid		
Date of Transaction Payment		

Notes

Enter any notes that may be helpful in processing this certification fee.

You receive the transaction number when you make your ACH payment.

Instructions for Submitting

1. You may only enter up to 15 donations on this form.
2. If you have fewer than 15 donations to process, leave the additional donor information blank.
3. If you need to process more than 15 donations, use a separate form and a separate fee payment.
4. Process only 1 certification fee transaction with each batch of forms you submit.
5. Do not process multiple certification fee transactions for the same batch of donations.
6. Save each form you complete as: **"Organization Name - NIP Donations - Transaction #".**
   (**Note**: Multiple forms with the same transaction number should be named as above with a "-1", "-2" etc.)
7. The form must be saved and submited in its original excel format...we will not accept PDF's.
8. You may upload up to 5 forms (75 donations) per online report through the website.
9. If you need assistance, please call our office. We are more than willing to help.

DONATION PROCESSING

1. You may only enter up to 15 donations on this form. (DO NOT skip any donor information areas)
2. If you have fewer than 15 donations to process, leave the additional donor information blank.
3. If you need to process more than 15 donations, attach another Donation Processing Form to your Donation Report and combine the total of fees due into one ACH payment.
4. You must make an ACH payment for each Donation Report you submit (link located on webpage underneath NIP LOGIN).
5. Do not submit multiple fee checks for the same form.
6. Save each excel form you complete as:
   "Your Organization's Name - NIP Donations – Transaction #".
7. The form must be saved and submitted in its original excel format - we will not accept PDF's. (DO NOT reuse old forms)
8. You may upload up to 5 forms (75 donations) at a time through the NIP website using the donation processing form.
9. If you need assistance, please call our office. We are more than willing to help. (**304-957-2056** or **Cathy.L.Durham@wv.gov**

PERIOD REPORTS

- Projects are required to report their progress each period including:
  - Verification of your WVCAD donation records
  - Project Measurements as stated in your application
  - Success stories – stories of interest
- Reports are on your dashboard and may be accessed by logging on to your NIP Account.
- Period 1 covers September 1 thru December 31.
- Final Report covers your whole FY.

PERIOD REPORTS (CONTINUED)

Period	Due Date
Period 1: Certification Date thru December 31	By January 31
Final Report: Certification Date thru June 30	Before July 31
Failure to submit reports could jeopardize your organization's participation in NIP. You must turn in all reports before you can be funded for the next year, if you are awarded credits.	

REALLOCATION PROCESS

- The Reallocation process begins with a dead period from March 16-31 each year.
- You must use at least 70% of any credits you have received by March 15, commitment letters are no longer allowed, to avoid losing credits awarded and negatively affecting future applications to the program.
- Reallocation ensures that the maximum amount of NIP credit is utilized by taking credit away from participants that have not used their credits effectively and awarding them to organizations issuing 100% following the APPLICATION RANK.
- Participants may only receive up to the INITIAL AMOUNT OF CREDIT REQUESTED.

REALLOCATION REFERENCE CHART FOR FY-2021

By March 15, 2021, program participant has:	
Issued 0% - 69%	100% of unused credit will be recaptured (minus commitments).
Issued 70% to 99%	Not subject to recapture or reallocation. Not eligible for supplemental credit.
Issued 100% and awarded full request	Not subject to recapture or reallocation. Not eligible for supplemental credit.
Issued 100% but NOT awarded full request	Eligible for supplemental credit award. Total of supplemental & original award may not exceed original request.

SUPPLEMENTAL CREDIT

In order to BE ELIGIBLE for supplemental credits, you must meet the following requirements:

1. **You MUST have issued 100% of your credit award by March 15th.**
2. **You MUST have received an award LESS THAN your initial credit request in the NIP application.**
3. **You may be eligible for a supplemental credit award that is EQUAL TO or LESS THAN your initial credit request MINUS your initial credit award.**

- **You do not fill out an application to be considered for reallocation.**
- **Supplemental credits are awarded based on your NIP application ranking.**

FY 2020 REALLOCATION OVERVIEW

Reallocation funds are expected to be small next year, and only a few high-ranking projects receive them.	
200 Projects Funded	$3,000,000
Credits Held Back	$11,000
Credits Surrendered	0
Total Recaptured Credits (6)	$40,615.62
Total Available to Reallocate	$51,615.62
Organizations Issuing 0% of Credits, without commitments	1
Number of Organizations Receiving Additional Credits	21

REMINDERS

- COMPLETE applications, including all attachments, are due by 5 pm on June 30, 2020 to be considered.
- Your score and rank based on this application remains for the fiscal year, including reallocation.
- Request ONLY the amount of credits you can use.
- Contact us if you need help.

HELPFUL WEBSITES

- www.wvcad.org/NIP
  - NIP program information and downloadable forms.
  - NIP participant directory, workshop presentations, donation paperwork, applications, etc.
- www.irs.gov:
  - Information on fair market value for personal property donations.
- www.nada.com , www.kbb.com:
  - information on fair market value of vehicles.
- **Tax Credit Schedule (NIPA – 2)** http://tax.wv.gov/Documents/TaxForms/2015/nipa2.pdf and Instructions at http://tax.wv.gov/Documents/TaxForms/2015/nipa2.instructions.pdf

DEFINITIONS:

- "**Direct needs programs**" means a program, organization or community endowment that serves persons whose annual **income is no more than 125% of the federal poverty level** with self-reliance and independence from government assistance as its primary objective.
- "**Emergency assistance**" – the provision of basic needs including shelter, clothing, food, water, medical attention or supplies, personal safety, or funds to obtain these to an individual facing circumstances that prevent him or her from securing or maintaining these basic needs.

When NIP was renewed in 2016 for five years, the Legislation stressed that priority be given to these two areas.

Shelly Woda
Unit Manager
Community Sustainability

Chris Garner
NIP Coordinator

Cathy.L.Durham@wv.gov
Grants Management Specialist
304-957-2056