CONGRATULATIONS ON
25 YEARS

NEIGHBORHOOD
INVESTMENT
PROGRAM

From 1996-2022
FY 2022
CONGRATULATIONS ON
25 YEARS
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Senators Joe Manchin and Earl Tomblin in 1995, who, with Philanthropy WV, started NIP.

The first time Philanthropy WV suggested NIP, from a model in Maryland, it failed. The second time in 1996 it passed, and the first program was in 1996-1997.
WHEN STARTED NIP WAS TO:

- Encourage citizens and businesses to donate to projects supporting low-income citizens
- Create local partnerships
- Encourage non-profits to support their community

When renewed in 2016 focus changed to:

- Emergency Assistance
- Direct Needs
PROGRESS IN 25 YEARS

3,700 projects serving WV’s low-income population awarded credits

$109,233,347.24 in donations generated for certified projects

$50,191,727.72 in tax credits given to donors

Thousands of low-income individuals were fed, educated, housed, or assisted in other capacities each year thanks to NIP funds, such as the following:

Gabriel provides car seats for twins

Huntington City Mission feeds homeless and low-income
Homelessness & Low Income

Physical needs

The House of the Carpenter

Housing

Cabell-Huntington Coalition for the Homeless
Uniting Families while Learning

Read Aloud WV

Cuddling and Learning to Read
Providing support and guidance

Big Brothers Big Sisters of the Tri-State

Big Brother

Big Sister
Legal Assistance for Low-Income & Elderly, Victims of Abuse, domestic abuse, disabilities

The West Virginia Fund for Law in the Public Interest, Inc.

Public Interest Advocates Fellows

2019 PIA Fellows
Health care for uninsured

Health Access

Free vision exams
And glasses
Dental work for the first time
West Virginia Health Right

34 year old uninsured  New lease on life – now employable
United Way of SWV helps many

- Shoe Closet in Mercer Co.
- Healthy babies in McDowell Co.
- Back to school bash in Fayette Co.
Arts for Character

Charleston Ballet

Apollo Theatre in Martinsburg

Appalachian Children’s Chorus
Emotional Needs

Wheelchair races
Special Olympics

Camp for bereaved children
Hospice of Southern WV

Physical disability parks
Greater Huntington Park & Recreation
Taking care of our Veterans
Mountaineer Food Bank

Food for Veterans

Veteran couldn’t make it

“For me, I live alone and I'm diabetic so it's really hard for me to meet my needs for food. My average is about $6.25 a day. I'm able to spend on food with SNAP benefits so having the food bank available to me is really a necessity to me.”

-Scott Wilkinson, United States Marine Corps Veteran & Veterans Table Recipient.
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.
- Encourage agencies to offer Emergency Assistance and Direct Needs.
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
An independent review of the program is conducted every 3 years. For the review of 2015, 2016, and 2017, the NIP was found to be in compliance with enabling legislation.
• Organizations must apply annually for projects by completing an application online.

• 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 and awards are made.
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 (up to 50% of donation) 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


Applicants: 84, 128, 164, 217, 222, 213, 217, 199

Y-axis: 0, 50, 100, 150, 200, 250
Number of Projects Certified

Figure 2
Amount of Credit Requested

Figure 3

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>$3,526,044.00</td>
</tr>
<tr>
<td>2001</td>
<td>$5,193,221.00</td>
</tr>
<tr>
<td>2002</td>
<td>$5,193,221.00</td>
</tr>
<tr>
<td>2003</td>
<td>$4,953,955.00</td>
</tr>
<tr>
<td>2004</td>
<td>$7,985,241.00</td>
</tr>
<tr>
<td>2005</td>
<td>$6,544,070.00</td>
</tr>
<tr>
<td>2006</td>
<td>$7,283,960.00</td>
</tr>
<tr>
<td>2007</td>
<td>$5,628,703.00</td>
</tr>
<tr>
<td>2008</td>
<td>$6,235,056.00</td>
</tr>
<tr>
<td>2009</td>
<td>$7,649,339.00</td>
</tr>
<tr>
<td>2010</td>
<td>$9,364,182.00</td>
</tr>
<tr>
<td>2011</td>
<td>$7,900,864.00</td>
</tr>
<tr>
<td>2012</td>
<td>$6,138,208.00</td>
</tr>
<tr>
<td>2013</td>
<td>$10,217,595.00</td>
</tr>
<tr>
<td>2014</td>
<td>$8,464,264.00</td>
</tr>
<tr>
<td>2015</td>
<td>$7,243,200.00</td>
</tr>
<tr>
<td>2016</td>
<td>$7,272,475.00</td>
</tr>
<tr>
<td>2017</td>
<td>$6,385,000.00</td>
</tr>
<tr>
<td>2018</td>
<td>$6,505,157.00</td>
</tr>
<tr>
<td>2019</td>
<td>$6,722,557.00</td>
</tr>
<tr>
<td>2020</td>
<td>$6,598,400.00</td>
</tr>
<tr>
<td>2021</td>
<td>$5,901,250.00</td>
</tr>
</tbody>
</table>
Applicants to the program are scored and ranked based on the following criteria:

1. Projects should be **Emergency Assistance** and/or **Direct Needs.** (page 97)
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 2022 Tax Credit Allocation

- The NIP Advisory board has approved the funding formula for the 2022 application round. It is the same as the method used in 2019-21.
- It will follow a **tier structure based on application rank**.
- **The maximum initial award allowed is $50,000**, but 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

Personal Property

In-Kind Professional Services (Limited)
Must also include monetary donation

Stock

Real Property
Cash Donations

- Includes Cash, Check, Credit Card, Pay Pal, Debit Card, Etc.
- 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, must report on Excel form and keep in your file, the donor’s name, VIN, type and year of vehicle and total value of the donation.
In-Kind Professional Services

• Eligible professions: just includes attorneys, accountants, architects, doctors, and other state licensed medical professionals. Only 25% of any organizations’ submittals may be in-kind.

• Only 25% of the total donations made by a donor may be in-kind. There must also be a monetary donation with the in-kind.

• Only 75% of the value of the services is eligible for tax credit.

• Must indicate the amount of time given (on excel form) in documentation following the formula. Call and leave a message (304-352-3959) or email Cathy.L.Durham@wv.gov.
Stock

• Value of the donation is the average of the high and low of the stock on the **date of transfer** times the number of shares.

• Stock must be sold by the accepting organization within 180 days.

• Must include in the note section of the excel sheet 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 DPF (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 not add two (2) checks together.)
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 NIP tax credits may be issued during the dead period, or dated March 16th - 31st, because this is used for reallocation calculations. They will be rejected.
Application
The Basics

• Only one application accepted per FEIN.
• Applications will be available online by May 17th 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 ON OR BEFORE JUNE 30, 2021 BY 5 P.M.
• Only the “Application Received” E-MAIL will serve as proof that your application was received.
Missing or Incorrect Documentation

• Because of persistent issues related to incorrect or missing documentation, the NIP Advisory Board has implemented the following corrective measures beginning this fiscal year.

• When an organization is notified of missing or incorrect documentation, they will be given a grace period of five (5) business days to correct the issues. After the 5-day grace period, a three (3) point penalty will be deducted from the application score. Organizations which continue to have issues in following years will be penalized without a grace period.

• The second offence will be penalized at 10 points and each additional offence will be penalized at 25 points.
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. *(Only request an amount you can reasonably use)*

5. Required attachments *(All attachments should be current)*
   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. Review questions from Workshop Presentation.
Date

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
Secretary of State
To apply for NIP Credit, visit our web page

www.wvcad.org/nip

Click the link titled, “NIP LOGIN”
Create New Account
(for new applicant organizations only)
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.

<table>
<thead>
<tr>
<th>Organization Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTE:</strong> You will not be able to change your organization information after registering.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Name</strong></td>
</tr>
<tr>
<td><strong>EIN / Tax Identification Number</strong></td>
</tr>
<tr>
<td><strong>Web Site</strong></td>
</tr>
<tr>
<td><strong>Telephone Number</strong></td>
</tr>
<tr>
<td><strong>Fax Number</strong></td>
</tr>
<tr>
<td><strong>Organization Email</strong></td>
</tr>
<tr>
<td><strong>Address 1</strong></td>
</tr>
<tr>
<td><strong>Address 2</strong></td>
</tr>
<tr>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>State</strong></td>
</tr>
<tr>
<td><strong>Postal Code</strong></td>
</tr>
<tr>
<td><strong>Country</strong></td>
</tr>
</tbody>
</table>

[Cancel Account Creation] [Next Step]
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 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

Be sure and do a spell check on this section. It will be public information.

We will publicize your project description in the Participant Directory.

PROJECT DESCRIPTION*
Your organization’s NIP project should be a specific PROJECT that your organization is undertaking and should complement the existing efforts of your organization. Please give a brief overview of your organization’s proposed NIP PROJECT.

Character Limit: 2000

Project Name*
Give your organization’s NIP project a name.

Character Limit: 100

PROJECT TYPE*
Using the definitions below, choose a description from the list that best identifies your project type and then make your selection below. "Other" should only be used if no other category can be used to describe your project.

Choices
- Community Service
- Crime Prevention
- Job Training & Education
- Neighborhood Assistance
- Other

Words: 103
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

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.
Search for your specific PROJECT area.
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.)
Instructions

Once you select your appropriate area, the Median Household Income will display on the screen.
To find the unemployment rate, click “Search”. A search bar will open for you to enter your project area.
Begin entering your project area and then select it from the dropdown menu.
Use the down arrow to scroll to the unemployment rate found on the table below. Do not use the number with the X, use the one with the arrow pointing to it.
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.
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.

<table>
<thead>
<tr>
<th>County</th>
<th>Median Household Income</th>
<th>Unemployment Rate</th>
<th>Poverty Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wirt County</strong></td>
<td>$38,101</td>
<td>5.4%</td>
<td>15.2%</td>
</tr>
<tr>
<td><strong>Ritchie</strong></td>
<td>$40,850</td>
<td>8.4%</td>
<td>19.4%</td>
</tr>
<tr>
<td><strong>Calhoun</strong></td>
<td>$39,384</td>
<td>16.2%</td>
<td>15.9%</td>
</tr>
<tr>
<td><strong>Roane</strong></td>
<td>$34,144</td>
<td>10.5%</td>
<td>20.3%</td>
</tr>
</tbody>
</table>

**Average Median Household Income:**

\[
\frac{38,101 + 39,384 + 40,850 + 34,144}{4} = \$38,119
\]

**Average Unemployment Rate:**

\[
\frac{5.4\% + 16.2\% + 8.4\% + 10.5\%}{4} = 10.13\%
\]

**Average Poverty Rate:**

\[
\frac{15.2\% + 15.9\% + 19.4\% + 20.3\%}{4} = 17.7%
\]

These are not accurate numbers – example only.
Required Documentation

See slide 43 for a complete list of attachments
Sign, Date, & Submit
E-mail Verification

From: Administrator <administrator@grantinterface.com>
To: Garner, Chris J
Cc: 
Subject: NIP APPLICATION RECEIVED

Thank you for submitting an application for the Neighborhood Investment Program. We will contact you should we need any additional information.

We expect to complete the review and certification of applications by the first week of September. Announcements, regarding award amounts, will be made at that time and will be delivered via e-mail.

Please retain a copy of this e-mail as proof that your application was submitted.

Sincerely,
Chris Garner, NIP Coordinator

Capitol Complex, Building 3, Suite 7
1900 Kanawha Blvd., East
Charleston, WV 25305
Cathy.L.Durham@wv.gov
304/352-3959
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

*(Example: We will provide housing to 15 families.)*

**Measurement #1**
Character Limit: 250

**Measurement #2**
Character Limit: 250

**Measurement #3**
Character Limit: 250

**Measurement #4**
Character Limit: 250
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

One of the primary goals for the Neighborhood Investment Program is to serve low-income citizens of West Virginia.

Please provide an **ESTIMATE** for the following two questions. These questions specifically pertain to your proposed **PROJECT** and not your organization as a whole. These items will become standard project performance measures for your **PROJECT** if approved.

*Please note: We understand that some organizations do not collect this information so, these responses will be **ESTIMATES ONLY** and the associated tracking of this category will be for estimating purposes only.*

Estimated Individuals Benefitted (Below Poverty Line)*How many individuals with incomes below 125% of the federal poverty level will your **NIP PROJECT** benefit using NIP credits?

[Blank]

Estimated Individuals Benefiting (Above Poverty Line)*How many individuals with incomes above 125% of the federal poverty level will your **NIP PROJECT** benefit using NIP credits?

[Blank]
Performance Measures

• If you have trouble, please do not hesitate to email or call and leave a message.

• 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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>All certified projects will receive an e-mail notification of their award amount by September 1st.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>No donations can be accepted for NIP tax credit prior to the certification date.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>No NIP credit can be issued prior to the certification date.</td>
</tr>
</tbody>
</table>
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.
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.

<table>
<thead>
<tr>
<th>PART II – SPONSORING AGENCY CERTIFICATION OF DONOR TAX CREDIT ELIGIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Taxpayer (Donor):</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Contribution Dollar Value Eligible for Tax Credit: (Circle All That Apply):</td>
</tr>
<tr>
<td>Cash</td>
</tr>
<tr>
<td>Amount of Credit:</td>
</tr>
<tr>
<td>Signature of Contact Person:</td>
</tr>
<tr>
<td>Name of Contact Person (Type or Print):</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
</tbody>
</table>
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 and leave a message or email (Cathy.L.Durham@wv.gov) NIP staff for help.
Don’t forget the dash in your FEIN number.
Starting on the first line, enter the check number of the donor or other required information.

Do not skip any of these Donor sections.
Donation Processing Form

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

<table>
<thead>
<tr>
<th>Certification Fee Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of donations processed on this form</td>
<td>0</td>
</tr>
<tr>
<td>Amount of Donations processed on this form</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total CREDIT issued to donors on this form</td>
<td>$0.00</td>
</tr>
<tr>
<td>Amount of fees owed with these donations</td>
<td>$0.00</td>
</tr>
<tr>
<td>Certification Fee Transaction Number</td>
<td></td>
</tr>
<tr>
<td>Amount of Certification Fee Paid</td>
<td></td>
</tr>
<tr>
<td>Date of Transaction Payment</td>
<td></td>
</tr>
</tbody>
</table>

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

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 submitted 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 make an ACH payment for each Form (if three forms attached – 3 payments).
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. (304-352-3959 and leave a message or email 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.

- The “January 31 Period Report” covers September 1 thru December 31 and is due by JANUARY 31st.

- The “July 31 NIP Final Report” is due by July and covers your whole FY.
### Period Reports (Continued)

<table>
<thead>
<tr>
<th>Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1:</td>
<td>Before January 31</td>
</tr>
<tr>
<td>Certification Date thru</td>
<td></td>
</tr>
<tr>
<td>December 31</td>
<td></td>
</tr>
<tr>
<td>Final Report:</td>
<td>Before July 31</td>
</tr>
<tr>
<td>Certification Date thru</td>
<td></td>
</tr>
<tr>
<td>June 30</td>
<td></td>
</tr>
</tbody>
</table>

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 not 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-2022

By March 15, 2022, program participant has:

<table>
<thead>
<tr>
<th>Issued 0% - 69%</th>
<th>100% of unused credit will be recaptured.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued 70% to 99%</td>
<td>Not subject to recapture or reallocation. Not eligible for supplemental credit.</td>
</tr>
<tr>
<td>Issued 100% and awarded full request</td>
<td>Not subject to recapture or reallocation. Not eligible for supplemental credit.</td>
</tr>
<tr>
<td>Issued 100% but NOT awarded full request</td>
<td>Eligible for supplemental credit award. Total of supplemental &amp; original award may not exceed original request.</td>
</tr>
</tbody>
</table>
Supplemental Credit

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

• You MUST have **issued 100%** of your credit award by March 15\(^{th}\).

• You MUST have received an award LESS THAN your initial credit request in the NIP application.

• 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 or any paperwork to be considered for reallocation, we will contact you.**

• Supplemental credits are awarded based on your NIP application ranking.

• Organizations with remaining credit may again begin accepting donations for credit on April 1\(^{st}\) of each year.
FY 2021 Reallocation Overview

Reallocation funds are expected to be small next year, and only a few high-ranking projects receive them.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>199 Projects Funded</td>
<td>$3,000,000.00</td>
</tr>
<tr>
<td>Credits Held Back</td>
<td>$900.00</td>
</tr>
<tr>
<td>Credits Surrendered (1)</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Total Recaptured Credits (6)</td>
<td>$32,841.50</td>
</tr>
<tr>
<td>Total Available to Reallocate</td>
<td>$38,241.50</td>
</tr>
<tr>
<td>Organizations Issuing 0% of Credits</td>
<td>1</td>
</tr>
<tr>
<td>Number of Organizations Receiving Additional</td>
<td>21</td>
</tr>
<tr>
<td>Credits</td>
<td></td>
</tr>
</tbody>
</table>


Reminders

• COMPLETE applications, including all attachments, are due by 5 pm on June 30, 2021 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)**

TIPS FOR COMPLETING YOUR EXCEL FORM

1. Always complete the top portion, being sure FEIN is correct and include dash.
2. Use the information on the check to complete donor section.
3. The date on the check is the date of the donation. (not the date received)
   a. If it is stock, the date of donation is the date of transfer – not the date of sale.
4. Complete all blanks for the donor in each section.
5. In the note section, use the FIRST LINE for the check number.
   a. If a credit card donation, put the Transaction ID or Approval Code.
   b. If a stock donation, put the name of the stock, the number of shares, the high and low on the date of transfer. To arrive at the value of stock, multiply the average of high and low by the number of shares. This is the value of the stock (not what you sell it for).
   c. If personal property, give a brief description of donation.
6. To make your ACH payment for fees go to www.wvcad.org/nip and click on the ACH Payment Link on the right hand side.
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.
THANK YOU!

• To all the organizations who sent me pictures of their projects a couple of years ago and gave permission for them to be published. You all do a much needed and very good work! We are proud of all of you and everything that has been accomplished over the last 25 years! YOU made it happen!

• Please remember your application is due by June 30, 2021 but can be turned in anytime before that. Please check and double check your attachments to be sure they are correct.