

# NEIGHBORHOOD INVESTMENT PROGRAM

## A GREAT MIX !



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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 FY 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 emphasis was placed on:

- ☆ Emergency Assistance
- ☆ Direct Needs



WV HEALTH RIGHT  
Dental workers



# PROGRESS IN 29 YEARS

**4,291** projects serving WV's low-income population awarded credits

**\$136,074,062** in donations generated for certified projects

**\$62,191,728** 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:

WELLSPRING

Share the Warmth Volunteers



RANDOLPH COUNTY CHILDREN'S  
ADVOCACY CENTER  
Forensic Interview with child



# Low Income & Homelessness



**BERKELEY COUNTY MEALS ON WHEELS**  
Mrs. Fouch says this has kept her alive



**HABITAT FOR HUMANITY OF THE MOV**  
A new homeowner after participation in  
the building



**SOUTHERN APPALACIAN LABOR SCHOOL**  
Making it possible to stay in your own  
home



# COMMUNITY COMBINED MINISTRIES



Day in the park provided for underprivileged



Christmas shop for children



Packing for Food Giveaway



# Providing support and guidance



Therapy Dog at Lewisburg Elementary



First Lady discussing Therapy Dogs

# CHILDREN NEED A BALANCED LIFE TO FULLY DEVELOP



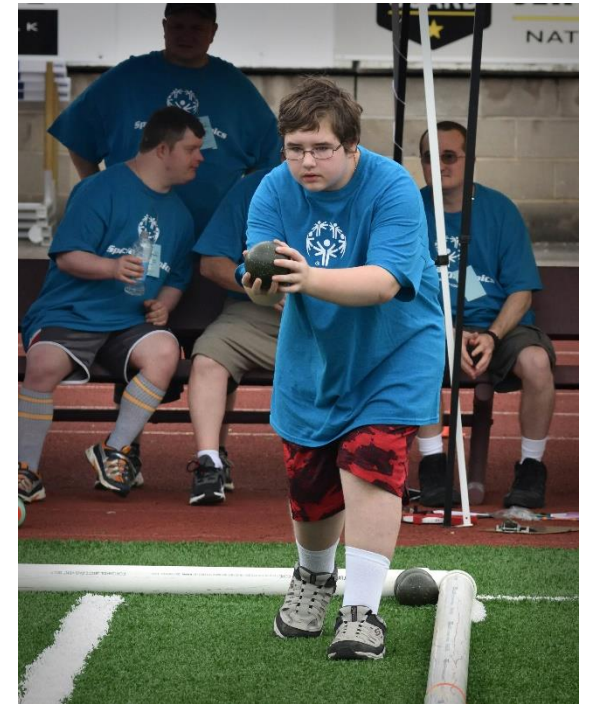
**CARNEGIE HALL  
Summer Camp**



**CHARLESTON BALLET  
Practice Makes Perfect**



**STEPPING STONES  
Summer Camp**



**SPECIAL OLYMPICS  
Determination and skill**



# Purpose of Legislation

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



## HABITAT FOR HUMANITY OF THE TRI-STATE

### Equity hours for a new home

(Grandfather and granddaughter – grandmother did the equity hours but died before home was ready)





# PROGRAM CYCLE

The NIP operates on the state fiscal year: July 1<sup>st</sup> to June 30<sup>th</sup>

May	NIP Program Workshop
June 30 <sup>th</sup>	Applications due
July-August	Scoring and ranking applications
August	Advisory Board Allocation Meeting
September	Donations and processing begins
January 31 <sup>st</sup>	Mid Term Reports due
March 16-31	Dead period for recapture/reallocation. No Donations allowed. Advisory Board meeting for reallocation. New Vouchers issued.
April – June 30 <sup>th</sup>	Donations accepted. Close out program. Final Reports due
July	Begin cycle again.



**CLAY CENTER FOR THE ARTS & SCIENCES**  
**Being taught about exercise & nutrition**

# 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 6  
members from any 1  
Congressional District

Organizations must apply annually for projects by completing an application on-line, due by June 30th at 5:00 p.m.

30 June, 5:00 PM

WVCAD scores and ranks applications and makes recommendations to the NIP Advisory Board in July and August.

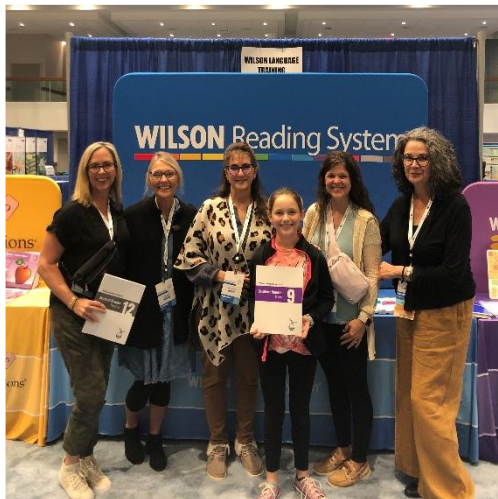
July and August

August

NIP Advisory Board approves/denies applications in August.

September

Executive Director of the WVCAD certifies approved projects and awards are made by September 1st each year.



THE APPALACHIAN  
READING CENTER  
Dyslexia Conference

# APPLICATIONS FOR NIP

# HOW IT WORKS

# HOW IT WORKS



## BAGS OF BLESSINGS

Getting ready to distribute at Christmas

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 for a donor 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. This is calculated automatically on the excel form.

# Tax Credit Details

Both businesses and individuals are eligible for NIP tax credits. 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.

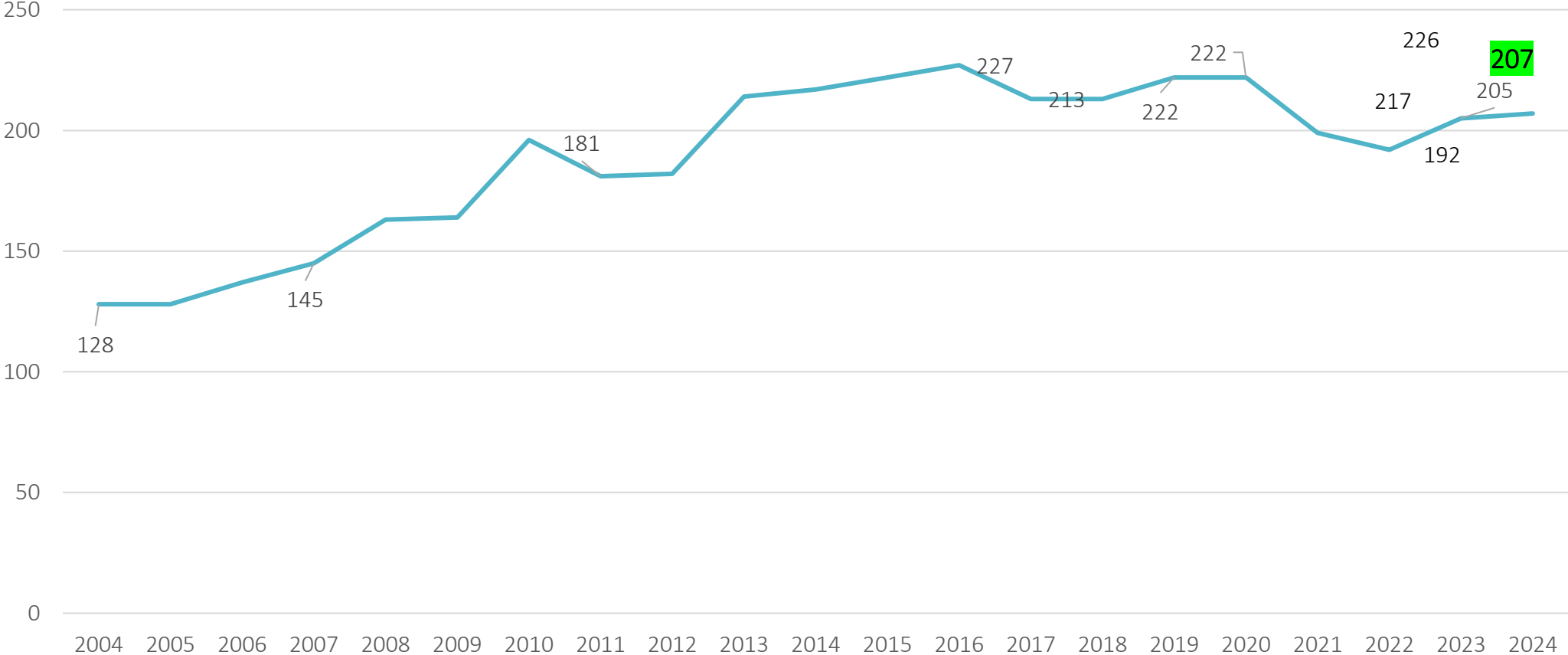
NIP credits cannot reduce total state tax liability by more than 50%.

The maximum tax credit allowed in any one year to any donor is \$100,000.

All donations remain eligible for the Charitable Contribution Deduction on their federal tax return.

# Number of Applicants per Year

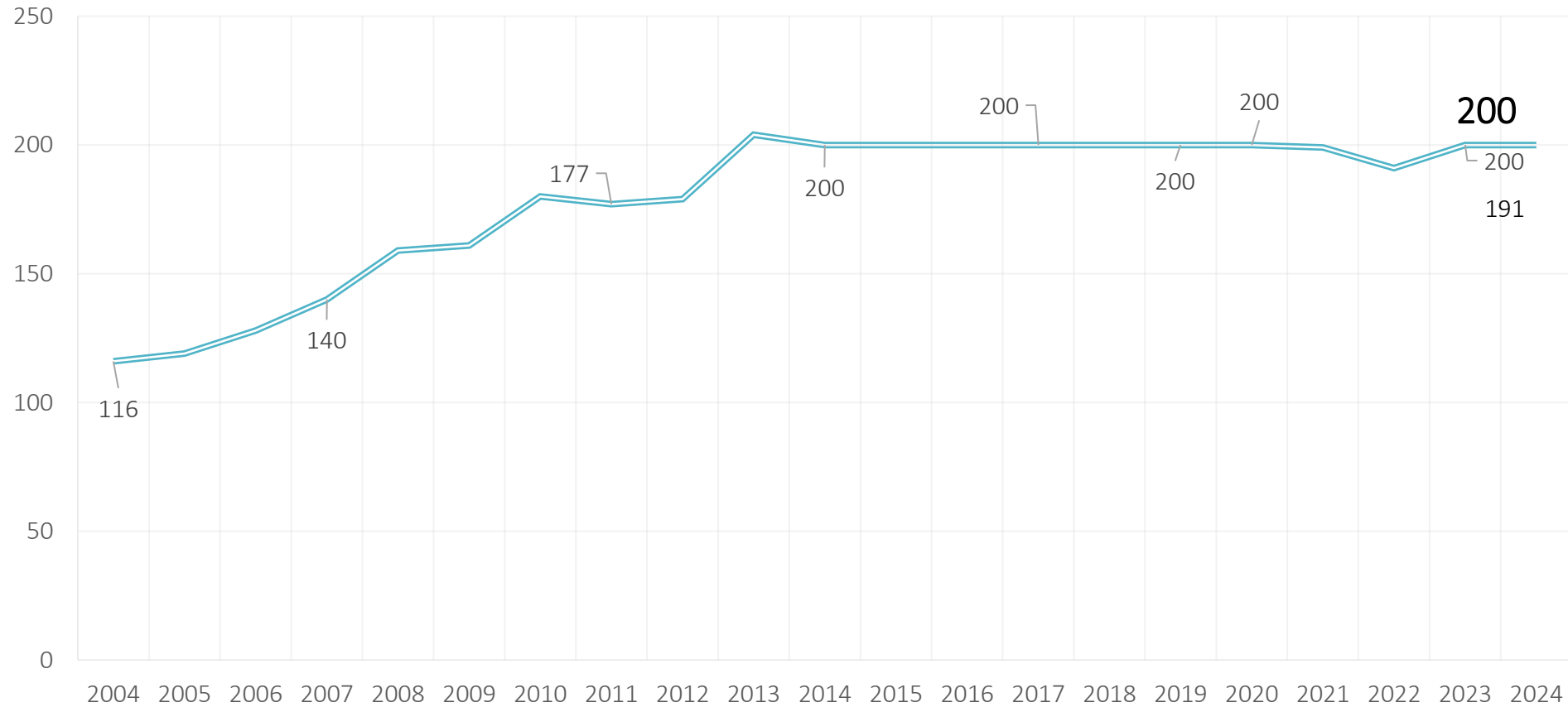
Figure 1





# Number of Projects Certified

Figure 2



# Amount of Credit Requested

1997 \$7,369,600.00	1998 \$6,384,080.00	1999 \$8,145,690.00	2000 \$3,526,044.00	2001 \$5,193,221.00	2002 \$5,193,221.00
2003 \$4,953,955.00	2004 \$7,985,241.00	2005 \$6,544,070.00	2006 \$7,283,960.00	2007 \$5,628,703.00	2008 \$6,235,056.00
2009 \$7,649,339.00	2010 \$9,364,182.00	2011 \$7,900,864.00	2012 \$6,138,208.00	2013 \$10,217,595.00	2014 \$8,464,264.00
2015 \$7,243,200.00	2016 \$7,272,475.00	2017 \$6,385,000.00	2018 \$6,505,157.00	2019 \$6,722,557.00	2020 \$6,598,400.00
	2021 \$5,901,250.00	2022 \$5,817,900.00	2023 \$6,126,250.00	2024 \$6,043,250.00	

Figure 3

# Project Evaluation Criteria



**AUGUSTA LEVY**  
**LEARNING CENTER**  
Child working at the stables

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

Projects should be **Emergency Assistance** and/or **Direct Needs**.

Projects should be **community based**.

Projects should **serve primarily low-income persons** (incomes within 125% of the federal poverty line).

Projects should **serve highly distressed neighborhoods** (economically distressed, crime and unemployment problems, high numbers of uneducated citizens, etc.).

Projects should **be collaborative with other local organizations** to maximize project benefits.

Projects should **be innovative or unique**.

Projects should **maintain low administrative costs**.

Projects should **be clearly needed in the project area**.

Applying **organizations should demonstrate the capacity to deliver the proposed services**.

# FY 2025 Tax Credit Allocation



CORTLAND ACRES  
Ladies growing Amaryllis

The NIP Advisory board has approved the funding formula for the 2025 application round. It is the same as the method used in 2023 and 2024.

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



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



Stock



Personal Property



Real Property

# Cash Donations



Includes Cash, Check, Credit Card, Pay Pal, Debit Card, IRA Distributions, 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, you must report on the Excel form **and** keep in your files, the donor's name, VIN, type and year of vehicle, and total value of the donation.



# In-Kind Professional Services

WV HEALTH RIGHT  
Phlebotomist doing blood draw



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

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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.

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Must indicate the amount of time given (on excel form) in documentation following the formula. Call and leave a message (304-549-8046) or email [Cathy.L.Durham@wv.gov](mailto:Cathy.L.Durham@wv.gov) to receive directions.



# 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. You do not record the amount you sold the stock for – only the amount it was worth on the date of transfer.

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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 CONTRIBUTIONS

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 (Cannot add two (2) checks together.)

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. (You can't issue credit you have not been awarded yet)

No NIP tax credits may be issued during the dead period, or dated March 16<sup>th</sup> - 31<sup>st</sup>, because this is used for reallocation calculations. They will be rejected.



**RANSON OLD TOWN  
COMMUNITY GARDENS**  
Jefferson Co. headstart prepares  
plants for Mother's day



**SHEANANDOAH VALLEY  
MEDICAL SYSTEM**  
Mobile food pantry in Pawpaw

# Application

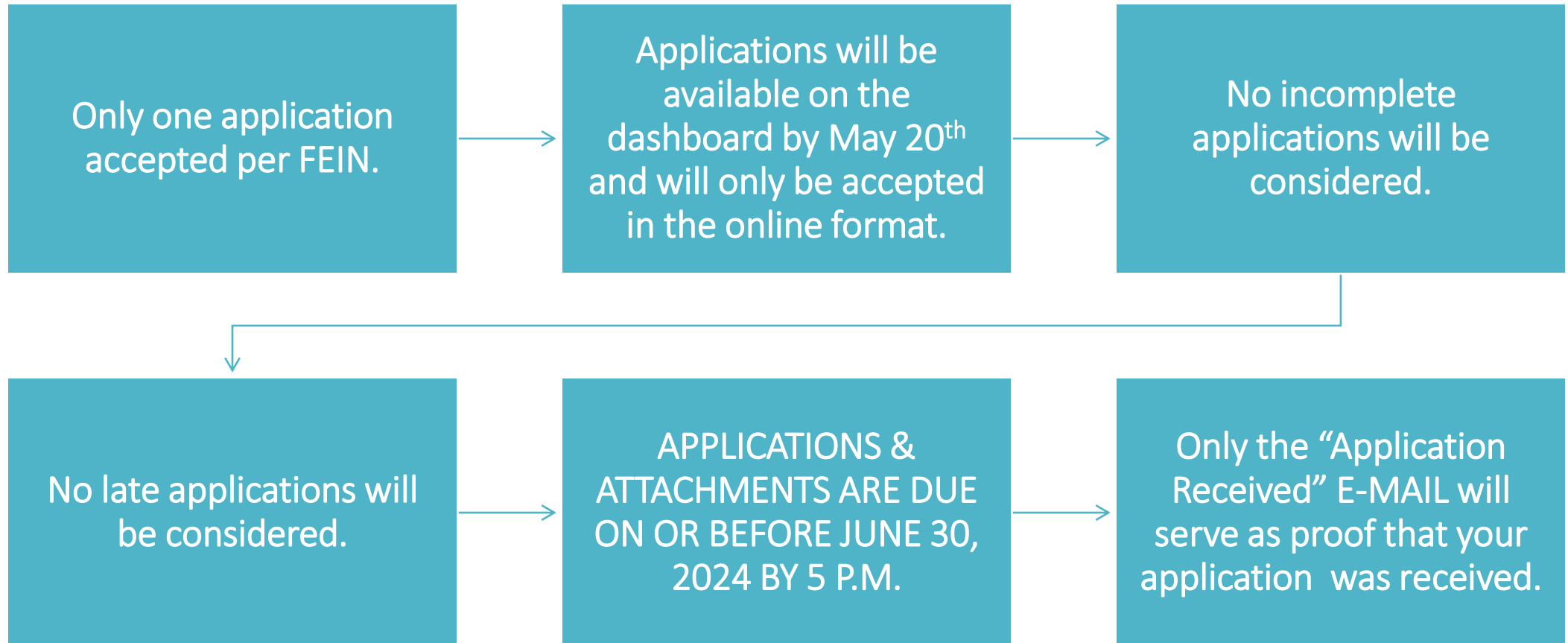


**SEEING HAND ASSOCIATION**  
Debbie caning a chair — visually  
impaired

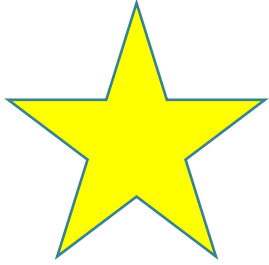


**GABRIEL PROJECT OF WV**  
Family receiving crib & mattress

# The Basics

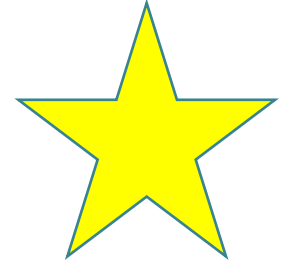






# The Basics

## BE CAREFUL!



### 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 fiscal year 23.
- 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](http://www.IRS.gov))
  - b. Charitable Organization Confirmation from the Secretary of State's office (304-558-6000) with **unexpired date** **START WORKING ON IT NOW!** (Not your business license or Corporate license letter)
  - c. Annual Financial Statement or Budget, Profit/Loss Statement, or Balance Sheet.
  - d. Current Board Resolution with your name *(Sample provided at [www.wvcad.org/nip](http://www.wvcad.org/nip))*
  - e. Names, with city and state only, of Board members.
  - f. NIP Program Contract *(Provided at [www.wvcad.org/nip](http://www.wvcad.org/nip) )*
  - g. Review questions from Workshop Presentation. (completely filled out)



Mac Warner  
Secretary of State  
State of West Virginia

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State Capitol  
Charleston, West Virginia  
25305

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

# SAMPLE SECRETARY OF STATE REGISTRATION LETTER



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 date \_\_\_\_\_, 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

Not the "Annual Report Fee Paid" letter

Not the Letter or Certificate stating you are a Corporation

**START THE PROCESS NOW!**

To apply for NIP Credit, visit our webpage

[www.wvcad.org/nip](http://www.wvcad.org/nip)

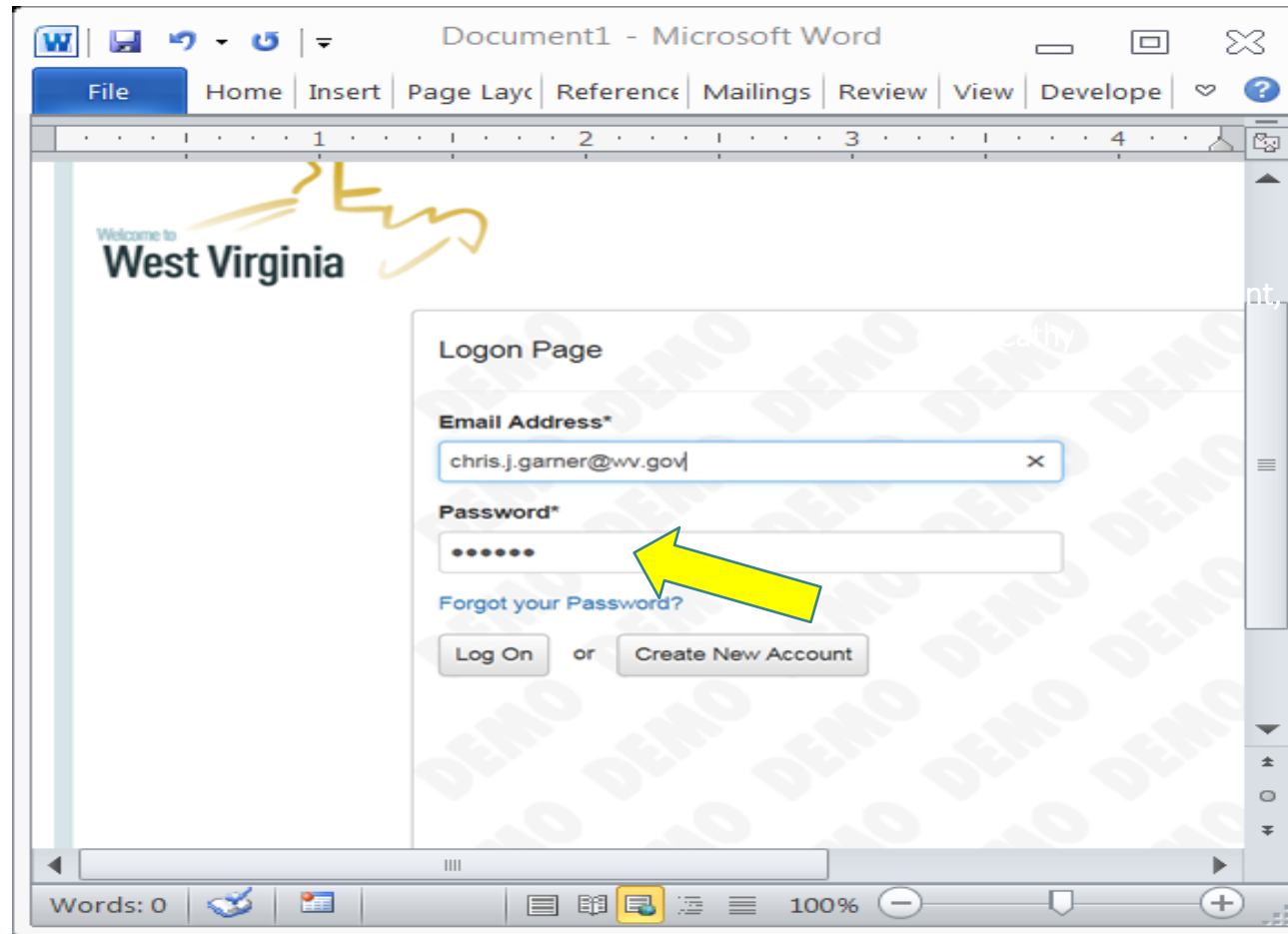
Click the link on the right side  
of the page titled,

“NIP LOGIN”



**BERKELEY SENIOR SERVICES**  
Helping seniors exit transportation services

If your organization has participated in NIP, “log on” or call Cathy for help. If your organization is new to NIP, “Create New Account”.





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.

<b>Organization Name*</b>	<b>EIN / Tax Identification Number*</b>
<input type="text"/>	<input type="text"/>
<b>Web Site</b>	<b>Telephone Number*</b>
<input type="text"/>	<input type="text"/>
<b>Fax Number</b>	<b>Organization Email</b>
<input type="text"/>	<input type="text"/>
<b>Address 1*</b>	<b>Address 2</b>
<input type="text"/>	<input type="text"/>
<b>City*</b>	<b>State*</b>
<input type="text"/>	<input type="text"/>
<b>Postal Code*</b>	<b>Country</b>
<input type="text"/>	<input type="text"/>

100%



**EASTER SEAL REHABILITATION CENTER**  
Hippotherapy with Mary Lee and Jessie



**REA OF HOPE**  
Helping girls recover with a night of bowling

# NIP Contact Information

## Contacts:

- Executive Director
- NIP Contact
- Alternate

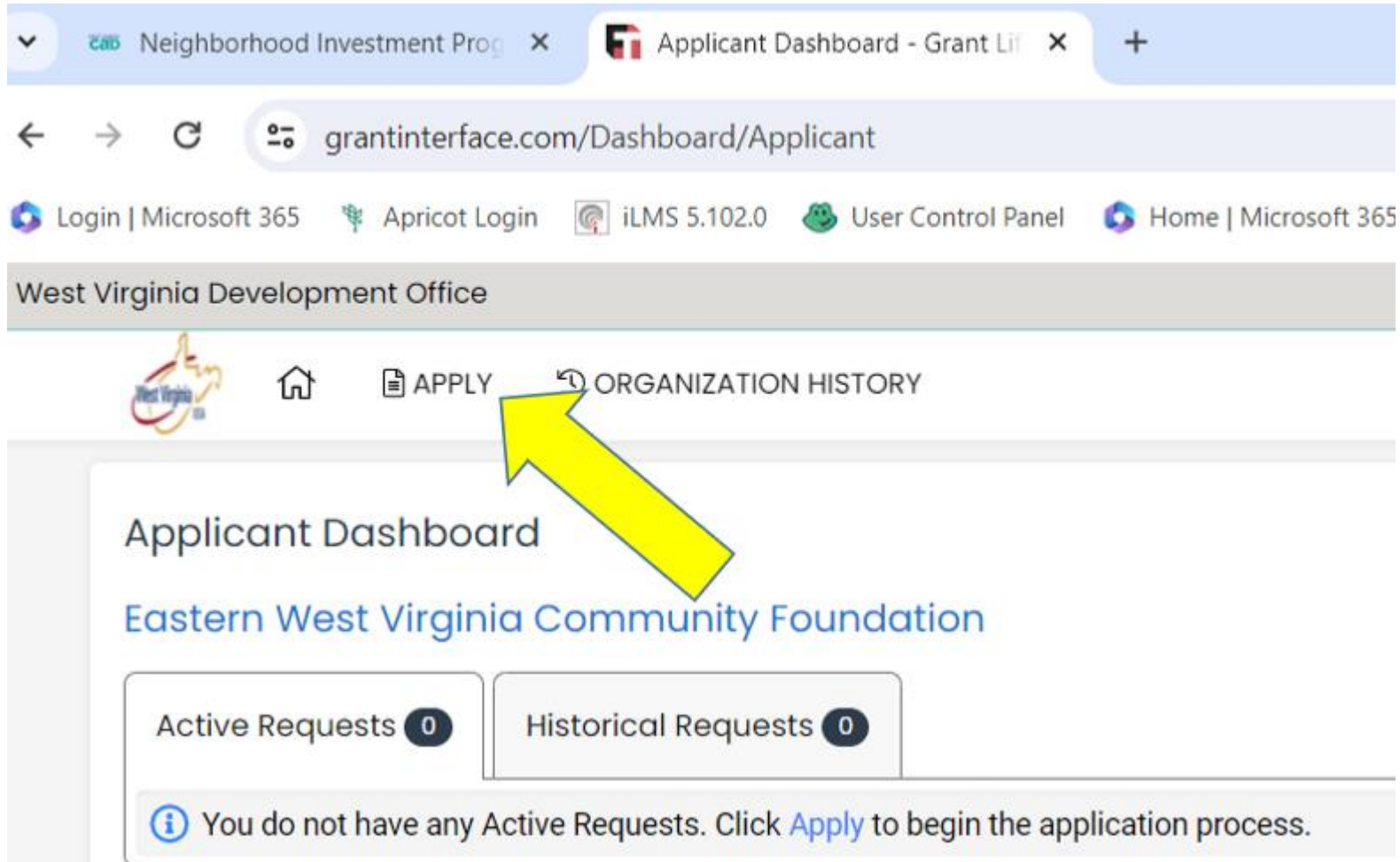
Each organization should provide contact information for a minimum of TWO individuals.



**ACTIVE SOUTHERN WEST VIRGINIA**  
Water Aerobics for Adults to Maintain Health

# Applying for NIP Credit

Log on to your NIP account and click apply



Neighborhood Investment Prog x Applicant Dashboard - Grant Li x +

grantinterface.com/Dashboard/Applicant

Login | Microsoft 365 Apricot Login iLMS 5.102.0 User Control Panel Home | Microsoft 365

West Virginia Development Office

West Virginia

APPLY ORGANIZATION HISTORY

Applicant Dashboard

Eastern West Virginia Community Foundation

Active Requests 0 Historical Requests 0

*i* You do not have any Active Requests. Click [Apply](#) to begin the application process.

To begin the application you will click "Apply" located at either the top of the page or on the side. This will open the application.

# Applying for NIP Credit

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

The screenshot shows a Microsoft Word document titled "Document1 - Microsoft Word" with the ribbon set to "File". The document content is a web application interface for West Virginia NIP Credit. At the top left, there is a "Welcome to West Virginia" logo with a stylized mountain range. Below the logo, there is a sidebar with the following sections: "requests" (containing "Dashboard" and "Apply"), and "tools" (containing "Fax to File"). The main content area features a "Application" button circled in black, with a yellow arrow pointing to it from the right. To the right of the "Application" button is a "Question List" button, also with a yellow arrow pointing to it from the left. Below these buttons, there is contact information for Mr. Chris Garner (304-957-2072, garners801@myway.com) and Test 1 organization (304-555-1212, 55-0357013). There are also two information boxes: one stating "Info: If your organization information does not appear correct, please contact the funder. Thank you." and another stating "Info: Questions marked with a \* are required." The bottom of the document shows the "Instructions" section. The Windows taskbar at the bottom indicates the date and time as 10:23 AM on 5/26/2015, and the Word status bar shows "Words: 0" and "100%" zoom.



# 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\***

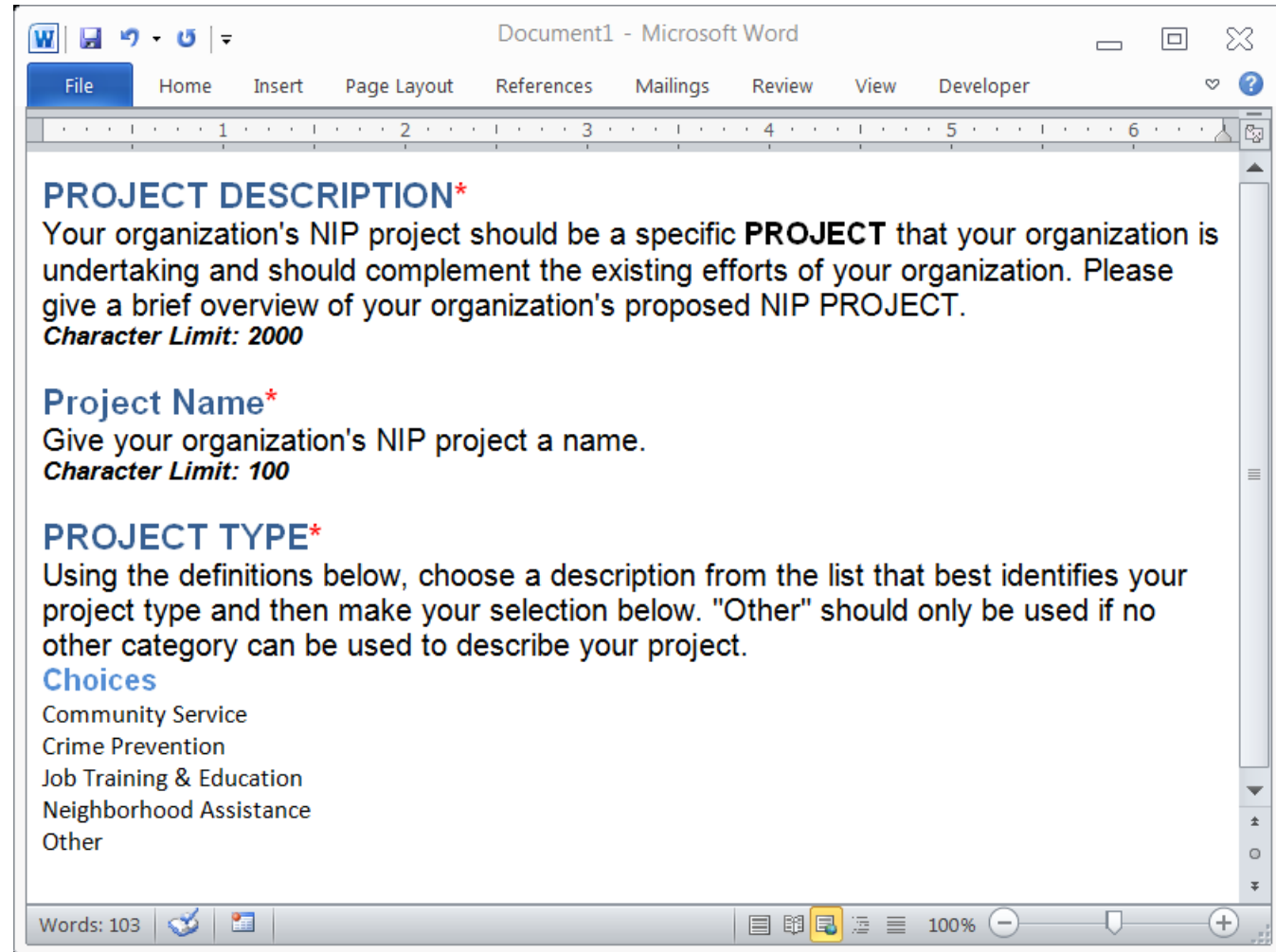
Please give the poverty rate of your project's service/catchment area.

We will publicize your project description in the Participant Directory.

Please be sure to use spell check on your description.

# NIP Project Information

Be sure and do a spell check on this section. It will be public information. (We have had some that have spelled their organization's name wrong.)



The screenshot shows a Microsoft Word document with the following content:

**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

The document also shows a status bar at the bottom indicating "Words: 103" and a zoom level of "100%".

# 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.

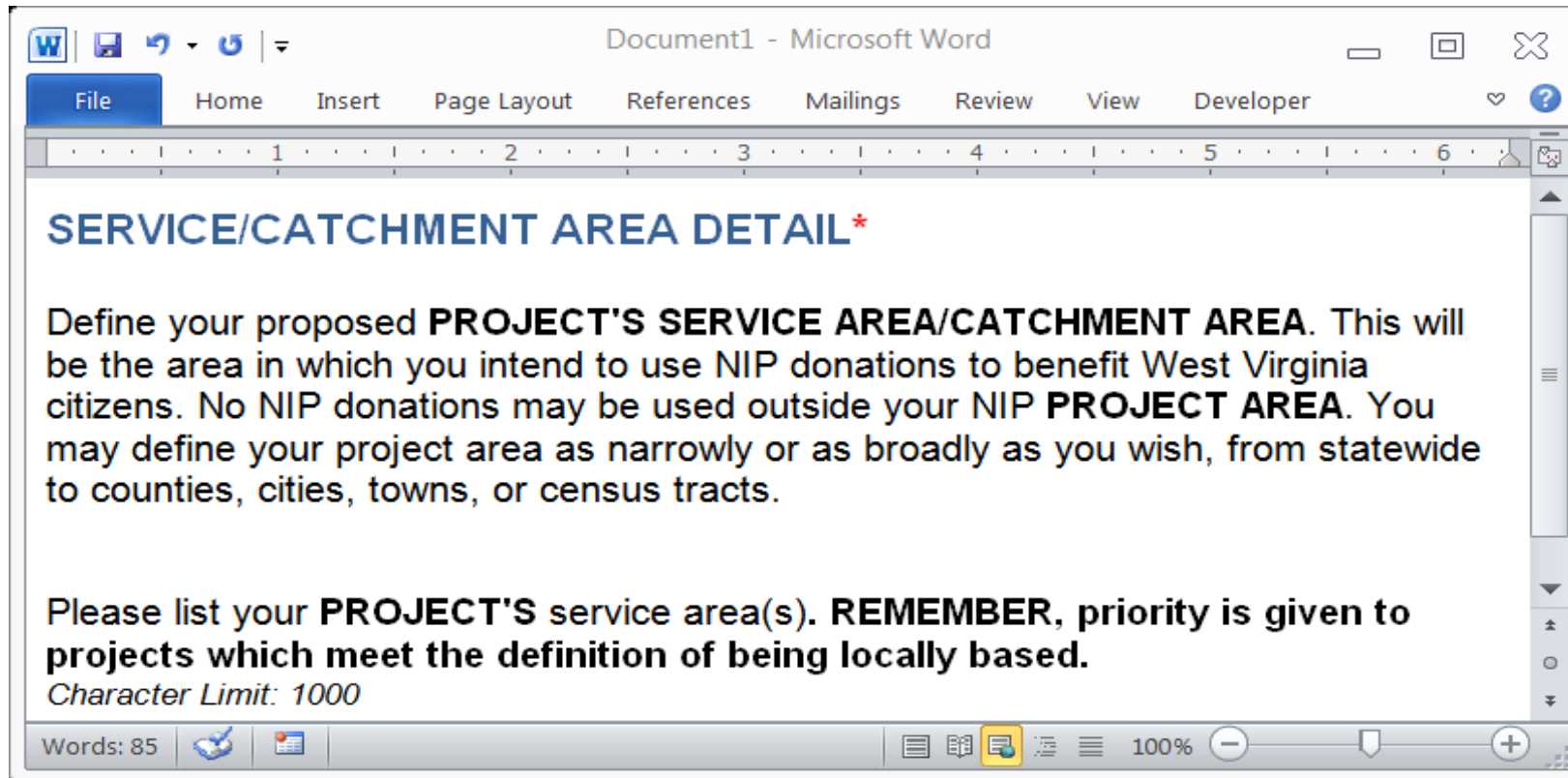
Job Training and Education is to provide instruction to individuals within the project area that enables them to acquire the vocational skills needed to become employed or to seek a higher grade of employment. This type of project would also include any other forms of scholastic instruction with the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

Be sure to [click all applicable types](#) of service you provide on your application.

# 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.

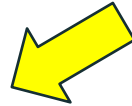




# Distress Factors

Please use [data.census.gov](https://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](https://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](https://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.

Begin on the home page for [Data.census.gov](https://data.census.gov)

 An official website of the United States government [Here's how you know](#) ▾



# Explore Census Data

Learn about America's People, Places, and Economy

Find Tables, Maps, and more...



[Help](#) [Feedback](#) [Advanced Search](#)

Data.census.gov  
Instructions

# Data.census.gov Instructions

To find the economic indicators for your project area:  
Type “economic indicators in \_\_\_ county, WV” then select your appropriate area from the dropdown list. (See example for Kanawha County below.)

## Explore Census Data

Learn about America's People, Places, and Economy

The screenshot shows the search bar on the Data.census.gov website. The search bar contains the text "economic indicators in kanawha". A yellow arrow points to the search bar. Below the search bar, a dropdown menu displays several search suggestions, each preceded by a magnifying glass icon. A second yellow arrow points to the first suggestion, "economic indicators in Kanawha County, West Virginia". To the right of the search bar, there are icons for clearing the search (an 'x'), voice search (a microphone), and search (a magnifying glass). Below the search bar, there is a link that says "Use Advanced Search...".

economic indicators in kanawha

- Q economic indicators in Kanawha County, West Virginia
- Q economic indicators in Kanawha city, Iowa
- Q economic indicators in Kanawha CDP, West Virginia
- Q economic indicators in District 2, Kanawha County, West Virginia
- Q economic indicators in Balance of Kanawha County, West Virginia

[Use Advanced Search...](#)

# Data.census.gov Instructions

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

An official website of the United States government [Here's how you know](#)

United States Census Bureau

economic indicators in Kanawha County, West Virginia

Advanced Search

All Tables Maps Profiles Pages

5 Profiles

View: 10 | 25 | 50

**Profiles**

County  
**Kanawha County, West Virginia**  
Kanawha County, West Virginia has 901.7 square miles of land area and is the 4th largest county in West Virginia by total area.

County Subdivision  
**District 1, Kanawha County, West Virginia**  
District 1, Kanawha County, West Virginia is a city, town, place equivalent, and township located in Kanawha County, West Virginia.

County Subdivision  
**District 2, Kanawha County, West Virginia**  
District 2, Kanawha County, West Virginia is a city, town, place equivalent, and township located in Kanawha County, West Virginia.

County Subdivision  
**District 3, Kanawha County, West Virginia**  
District 3, Kanawha County, West Virginia is a city, town, place equivalent, and township located in Kanawha County, West Virginia.

County Subdivision  
**District 4, Kanawha County, West Virginia**

County  
**Kanawha County, West Virgi...**  
**Total Population:** 180,745  
**Median Household Income:** \$55,215  
**Bachelor's Degree or Higher:** 29.9%  
**Employment Rate:** 51.7%  
**Total Housing Units:** 90,294  
**Without Health Care Coverage:** 5.5%  
**Total Employer Establishments:** 4,494  
**Total Households:** 78,246  
**Hispanic or Latino (of any race):** 2,720  
[View Profile](#)



# Data.census.gov Instructions

To find the unemployment rate as well as other statistics, click on the appropriate area in the “Profiles” section.

An official website of the United States government [Here's how you know](#)

United States<sup>®</sup>  
**Census**  
Bureau

economic indicators in Kanawha County, West Virginia

Advanced Search

All Tables Maps Profiles Pages

Filters

5 Profiles

View: 10 | 25 | 50

## Profiles

County  
**Kanawha County, West Virginia**  
Kanawha County, West Virginia has 901.7 square miles of land area and is the 4th largest county in West Virginia by total area.

County Subdivision  
**District 1, Kanawha County, West Virginia**  
District 1, Kanawha County, West Virginia is a city, town, place equivalent, and township located in Kanawha County, West Virginia.

County Subdivision  
**District 2, Kanawha County, West Virginia**  
District 2, Kanawha County, West Virginia is a city, town, place equivalent, and township located in Kanawha County, West Virginia.

County Subdivision  
**District 3, Kanawha County, West Virginia**  
District 3, Kanawha County, West Virginia is a city, town, place equivalent, and township located in Kanawha County, West Virginia.

County Subdivision  
**District 4, Kanawha County, West Virginia**

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**Total Employer Establishments:** 4,494  
**Total Households:** 78,246  
**Hispanic or Latino (of any race):** 2,720  
[View Profile](#)

# Data.census.gov Instructions

From this screen, click on the blue link below “Employment”.

The screenshot shows the Data.census.gov website interface. At the top, there is a search bar and navigation tabs for 'All', 'Tables', 'Maps', 'Profiles', and 'Pages'. The main content area displays demographic data for Kanawha County, West Virginia, organized into six categories:

- Populations and People**: Total Population **180,745** (P1 | 2020 Decennial Census)
- Employment**: Employment Rate **51.7%** (DP03 | American Community Survey 1-Year Estimates) - A yellow arrow points to this link.
- Business and Economy**: Total Employer Establishments **4,494** (CB2100CBP | 2021 Economic Surveys Business Patterns)
- Income and Poverty**: Median Household Income **\$55,215** (S1901 | 2022 American Community Survey 1-Year Estimates)
- Housing**: Total Housing Units **90,294** (H1 | 2020 Decennial Census)
- Families and Living Arrangements**: Total Households **78,246** (DP02 | 2022 American Community Survey 1-Year Estimates)

# DATA.CENSUS.GOV INSTRUCTIONS

The unemployment rate is found on the table under “Civilian labor force Unemployment Rate”. Do not use the number with the “X”.

United States Census Bureau

Search / [Microphone] [Search] Advanced Search

All **Tables** Maps Profiles Pages Apps Help

3330 Results [Download Table Data](#)

American Community Survey  
**DPO3** | Selected Economic Characteristics  
[View All 27 Products](#)

Decennial Census  
**P1** | RACE  
[View All 4 Products](#)

Population Estimates  
**PEPANNRES** | Annual Estimates of the Resident Populatio...  
2019: PEP Population Estimates

American Community Survey  
**DPO5** | ACS Demographic and Housing Estimates  
[View All 26 Products](#)

American Community Survey  
**S0101** | Age and Sex

**DPO3** | Selected Economic Characteristics  
American Community Survey | 2022: ACS 1-Year Estimates Data Profiles

Notes Geos Topics Codes Dataset Year Hide Transpose

Kanawha County, West Virginia

Label	Estimate	Margin of Error	Percent
EMPLOYMENT STATUS			
Population 16 years and over	145,698	±778	145,698
In labor force	79,472	±3,059	54.5%
Civilian labor force	78,870	±2,993	54.1%
Employed	75,363	±3,294	51.7%
Unemployed	3,507	±1,241	2.4%
Armed Forces	602	±469	0.4%
Not in labor force	66,226	±3,026	45.5%
Civilian labor force	78,870	±2,993	78,870
Unemployment Rate	(X)	(X)	4.4%
Females 16 years and over	75,807	±748	75,807
In labor force	38,483	±2,140	50.8%
Civilian labor force	38,483	±2,140	50.8%

# Data.census.gov Instructions

To find the poverty rate, use the back button to return to this screen. Then select “Income and Poverty”. Do not select the blue link.

An official website of the United States government [Here's how you know](#)

United States<sup>®</sup>  
**Census**  
Bureau

Search

All Tables Maps Profiles Pages

Read More

Share Profile

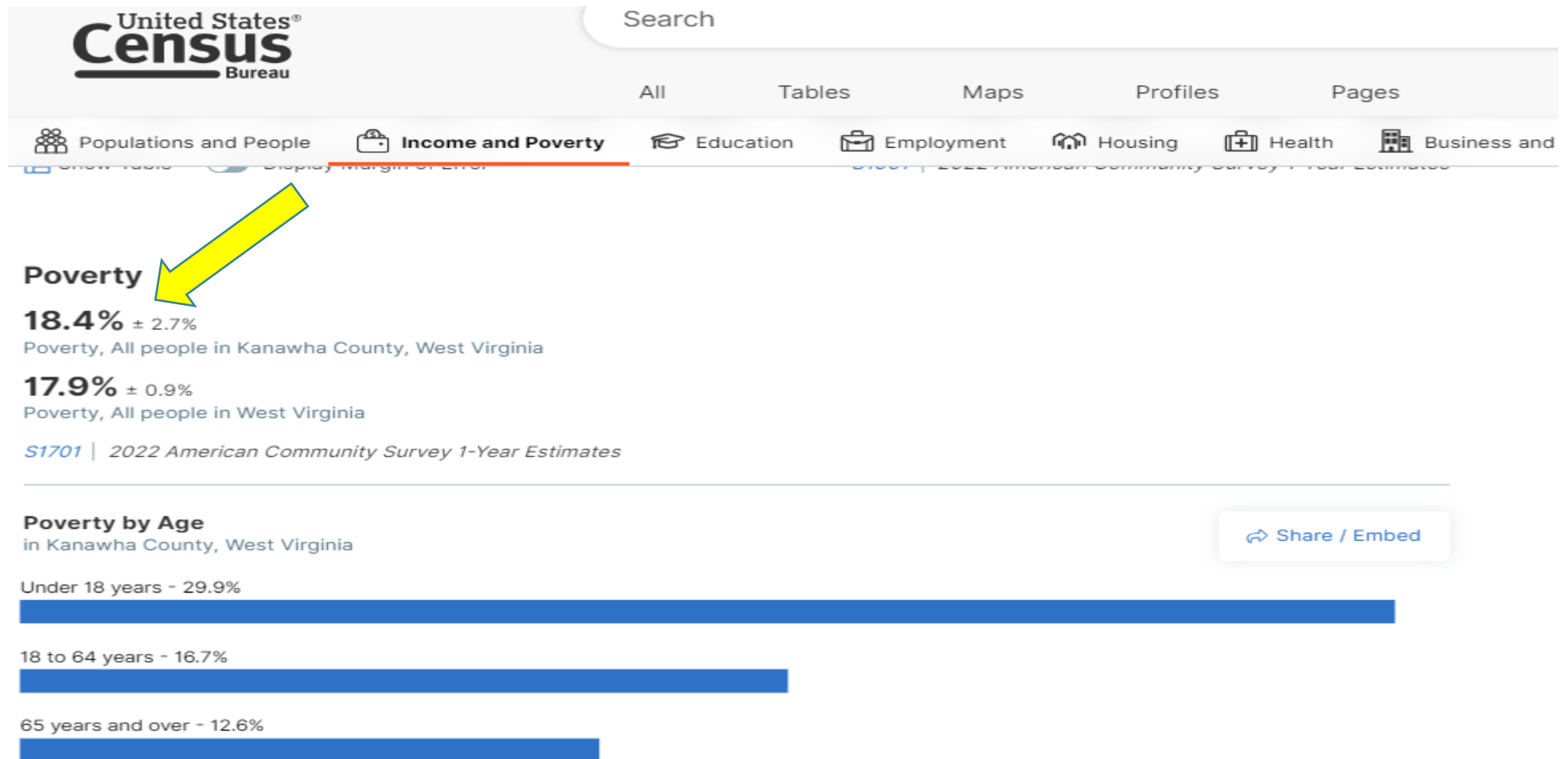
// [United States](#) / [West Virginia](#) / Kanawha County, West Virginia

<b>Populations and People</b> Total Population <b>180,745</b> <a href="#">P1</a>   2020 Decennial Census	<b>Income and Poverty</b> Median Household Income <b>\$55,215</b> <a href="#">S1901</a>   2022 American Community Survey 1-Year Estimates
<b>Employment</b> Employment Rate <b>51.7%</b> <a href="#">DP03</a>   2022 American Community Survey 1-Year Estimates	<b>Housing</b> Total Housing Units <b>90,294</b> <a href="#">H1</a>   2020 Decennial Census
<b>Business and Economy</b> Total Employer Establishments <b>4,494</b> <a href="#">CB2100CBP</a>   2021 Economic Surveys Business Patterns	<b>Families and Living Arrangements</b> Total Households <b>78,246</b> <a href="#">DP02</a>   2022 American Community Survey 1-Year Estimates



# 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 35 for a complete list of attachments

The screenshot shows a Microsoft Word document titled 'Document1 - Microsoft Word' with the 'Format' ribbon selected. A web browser window is embedded in the document, displaying a page from 'https://demo.grantinterface.com/Application/BaseForm.a'. The browser window shows a form titled 'Organization: Test 1' with a user 'Chris Game'. The main content of the browser window is a section titled 'REQUIRED DOCUMENTATION'. This section contains a warning: 'Attachments requested in this section of the application are essential for your application to be considered. Your application **WILL NOT** be considered unless all attachments are received by the application deadline of **JUNE 30**. All required attachments must be uploaded electronically and attached to this section of the application.' Below this warning are four required attachments, each with an 'Upload a file' button and a file size limit:

- Board Resolution\***: Upload your organization's board resolution effective for fiscal year 2016. [3 MIB allowed]
- IRS 501c3 Determination Letter\***: Upload a copy of your organization's IRS 501c3 Determination Letter. [3 MIB allowed]
- Charitable Organization Registration Confirmation Letter\***: Upload the most recent copy of your charitable organization's registration confirmation letter from the West Virginia Secretary of State or a letter from the Secretary of State showing that your organization is exempt from registering. [3 MIB allowed]
- Financial Statement\***: Please upload your organization's most recent financial statement. [10 MIB allowed]

The Word status bar at the bottom shows 'Words: 0' and a zoom level of 100%.

# Sign, Date, & Submit

BOYS & GIRLS CLUB OF THE EASTERN PANHANDLE  
Martinsburg Club on field trip to Berkeley Co. Courthouse



Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Developer

Organization: Test 1 Chris Garner

**SIGNATURE**

**Instructions**

- All applications and required documentation must be received by **June 30** to be considered.
- An automatic "verification email" will be sent when your application is received.
- **ONLY** a copy of the **VERIFICATION EMAIL**, stating that, "Your application has been received", will serve as evidence that your application was in fact received by NIP staff.
- **NO** exceptions will be made for late submissions.

By electronically signing this document, you are certifying that all statements on this form are true and correct. Furthermore, you understand that no tax credit shall be issued by your project for donations until the project is approved by the NIP Advisory Board and certified by the WVDO.

The WVDO reserves the right to verify any and all information submitted with this application.

Supplying false or inaccurate information may result in the disqualification of this application.

**ELECTRONIC SIGNATURE\***

**DATE SIGNED/SUBMITTED\***

Save Application Submit Application

Words: 0

100%

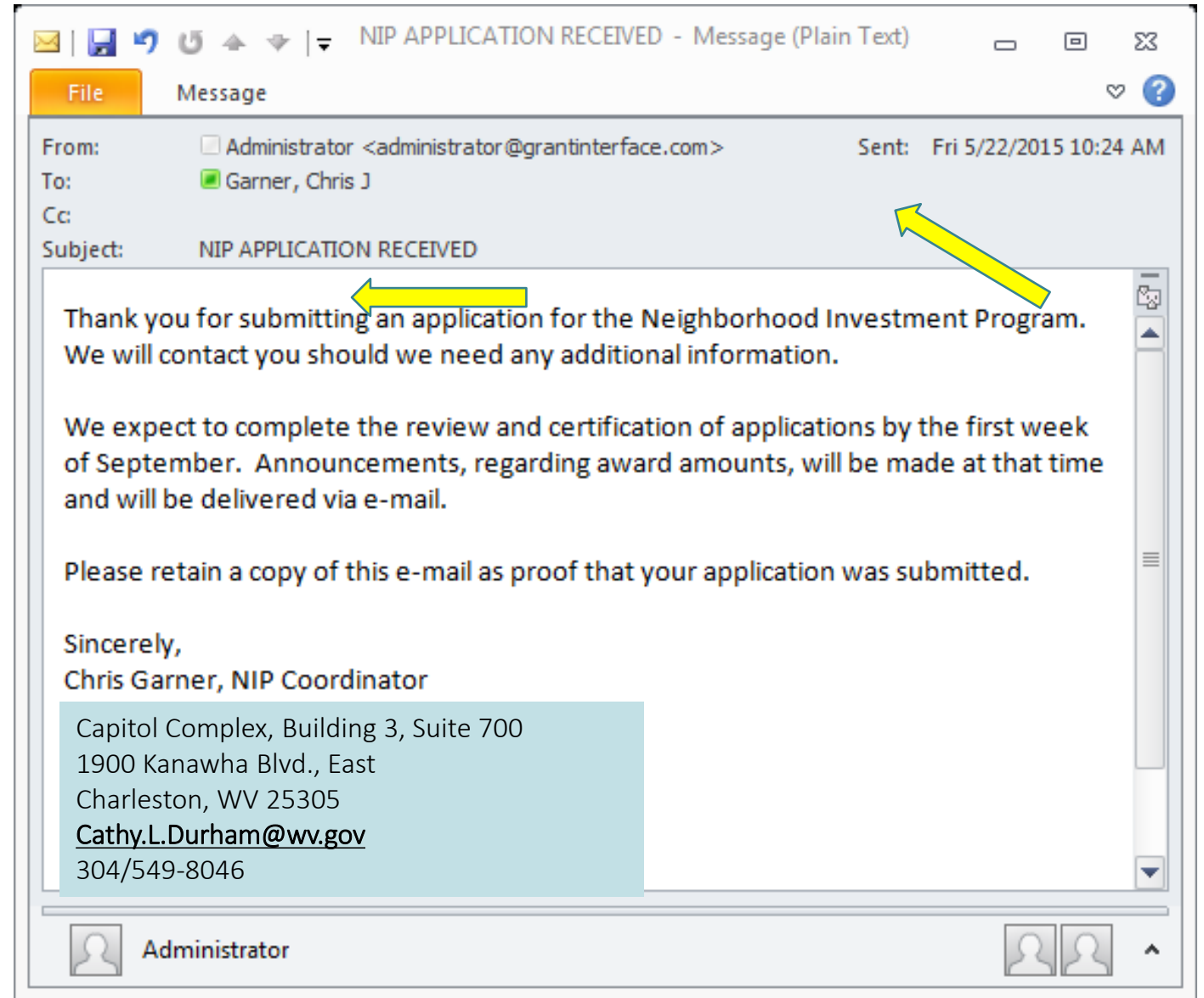


# E-mail Verification



SHEPHERD'S CENTER OF GREENBRIER VALLEY

Lunch and learn – Black History Month



# Performance Measures



# Performance Measures



FACING HUNGER FOODBANK  
Preparing backpacks for Lincoln & Logan Co.

---

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

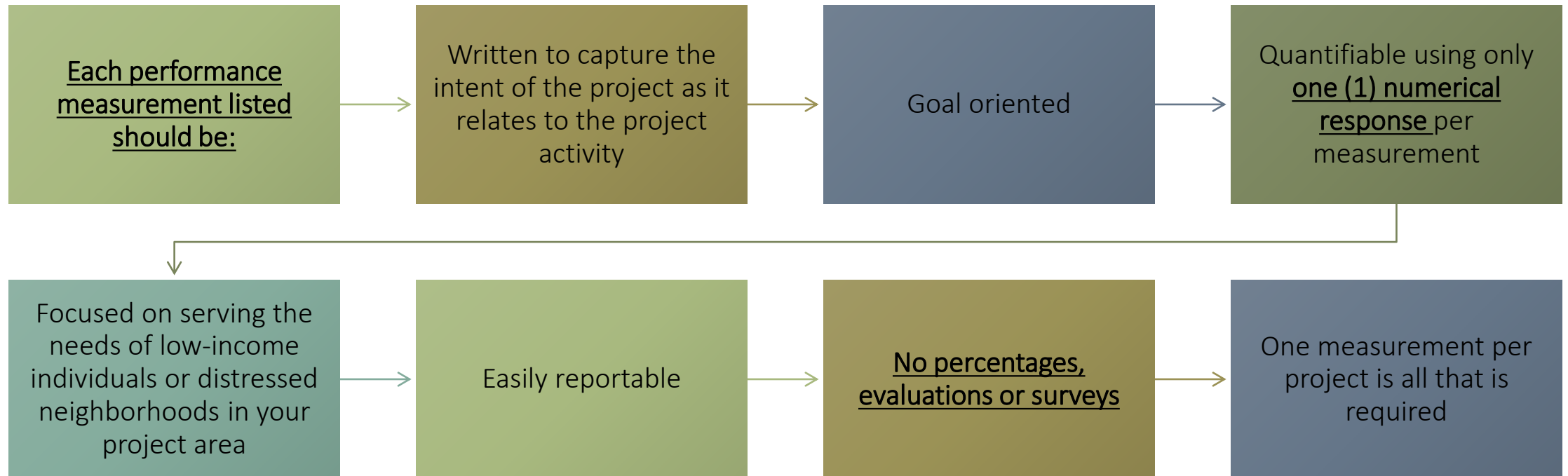
---

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





# 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

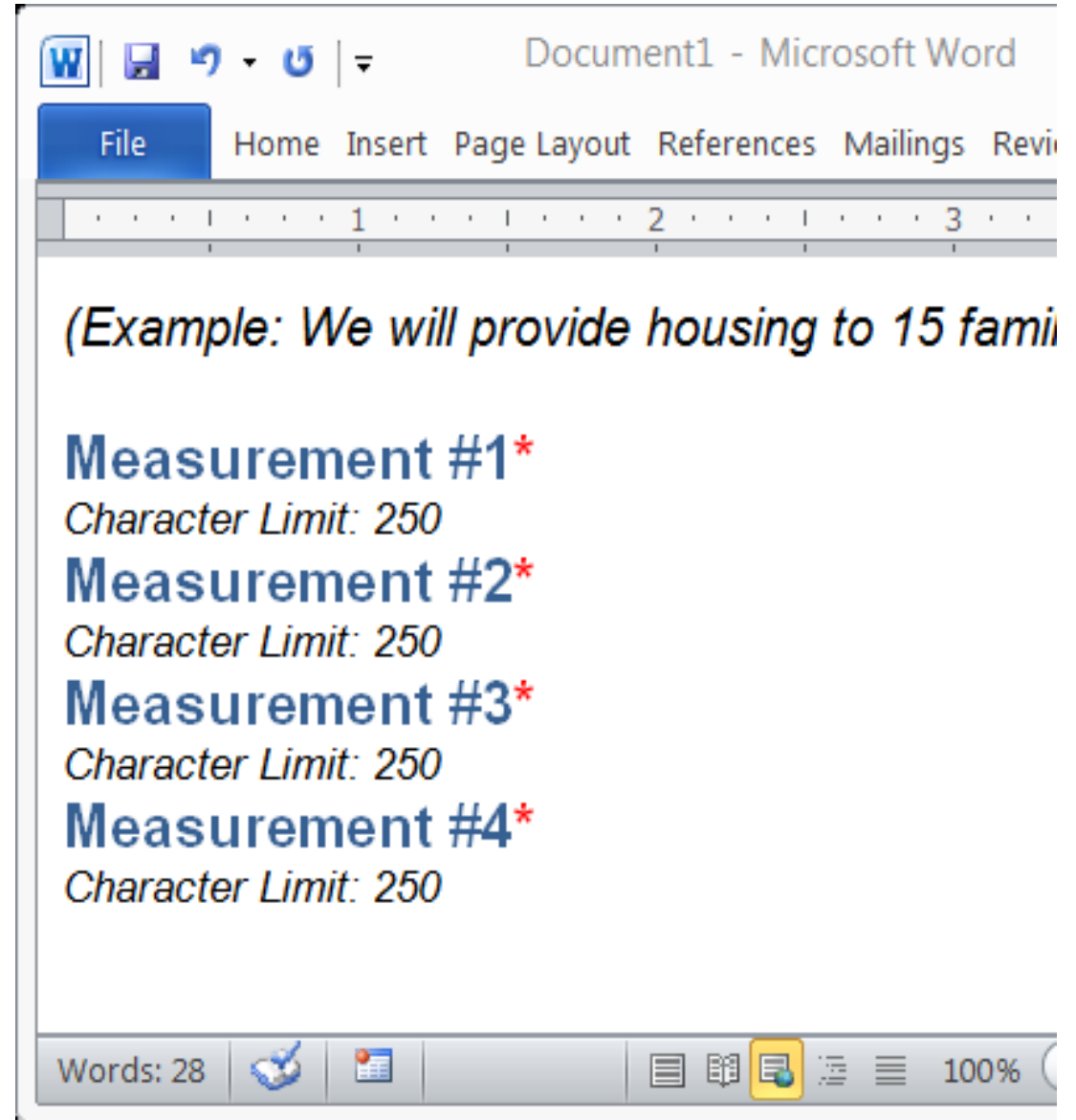


We must be able to measure these. Using any of these on your measurements may cause you to lose points.

Instructions: For each statement, please check whether you Strongly Agree, Agree, Disagree, or Strongly Disagree				
My college classes are ...	Strongly Agree	Agree	Disagree	Strongly Disagree
more demanding than my high school classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
more interesting than my high school classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
more interactive than my high school classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
larger than my high school classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**YOU MUST  
USE  
NUMBERS!!!!**

# Performance Measures



Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review

1 2 3

*(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*

Words: 28

100%

# 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

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Developer

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

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?

(Ctrl)

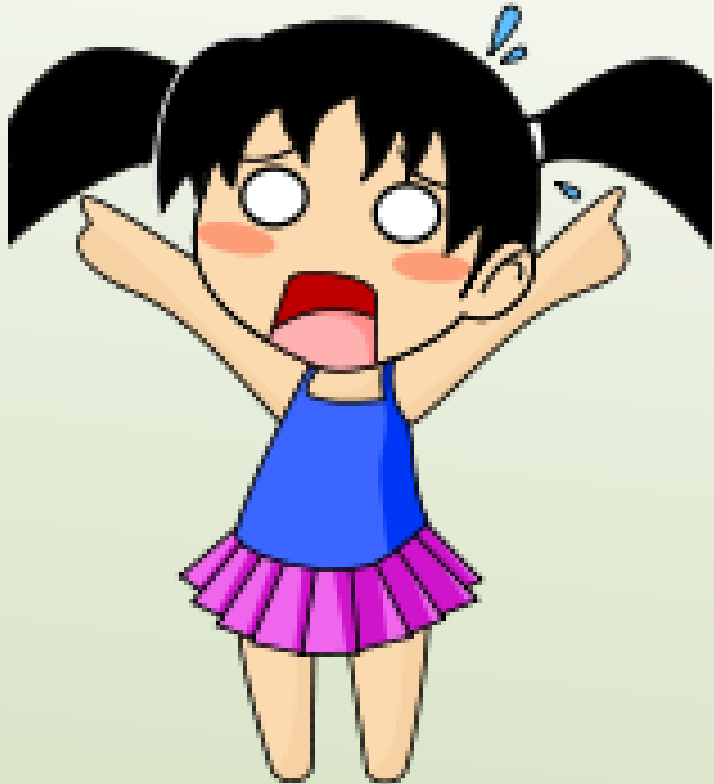
Words: 139



COMMUNITY TRUST FOUNDATION  
Food allows her to stay in her own home

*Remember – these projects should serve the low-income.*

# HELP !



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

We are here to help  
you!

## Performance Measures



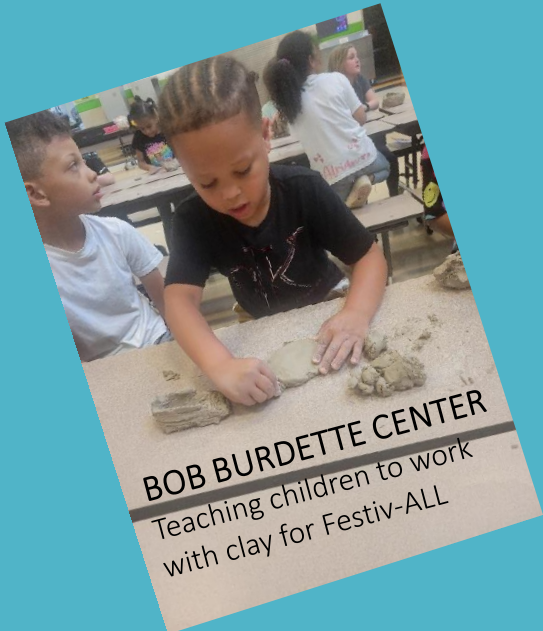


**THE EDUCATION ALLIANCE**  
Mentors care and help children learn



**CATHOLIC CHARITIES OF WV**  
Food pantry preparation

# Participant Guide



**BOB BURDETTE CENTER**  
Teaching children to work with clay for Festiv-ALL



**HOSPICE OF SOUTHERN WV**  
Working with bereaved children at Camp Hope

# Participant Guide



Certification



Tax Credit Voucher



Issuing Credit



Donation Processing



Period Reporting



Reallocation

# Certification of Awards

1

- All certified projects will receive an e-mail notification of their award amount by September 1st.

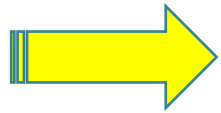
2

- No donations can be accepted for NIP tax credit prior to the certification date. **You can't give out what you don't have!**

3

- 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. (If it is a business check, you can't make the voucher out to an individual).*



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, along with a copy of the check, 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.

# Tax Credit Vouchers

PART II – SPONSORING AGENCY CERTIFICATION OF DONOR TAX CREDIT ELIGIBILITY	
<p>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 <b>must</b> attach a copy of this voucher to the West Virginia Neighborhood Investment Program Tax Credit Schedule (Form WV/NIPA-2) when claiming this credit.</p>	
Donor Information	Name of Taxpayer (Donor): <u>Legal Name(s) of donor(s)</u>
	Mailing Address: _____
	Contribution Dollar Value Eligible for Tax Credit: _____
	(Circle All That Apply): <input checked="" type="radio"/> Cash <input checked="" type="radio"/> Publicly Traded Stock <input checked="" type="radio"/> Real Property <input type="radio"/> Personal Property <input type="radio"/> 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>



HEART AND HAND OUTREACH MINISTRIES  
Easter basket preparation for the needy

# Donation Processing

- All donations for which NIP credit has been issued, must be reported to the WVCAD using the “Donation Processing” form (excel sheet found on the website).
- The “DONATION PROCESSING” form is accessible at [www.WVCAD.org/nip](http://www.WVCAD.org/nip)  
*DO NOT USE SAVED FORMS. ALWAYS USE A NEW FORM FROM OUR WEB PAGE.*
- Follow all directions as given on the form.
- Legislation says all donations should be reported within 30 days of receipt of the donation. **Please process your donations within that time period.** Once monthly is great!
- 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](mailto:Cathy.L.Durham@wv.gov) for help.

Donation Processing - Final - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

D25 fx

## Donation Processing

**Organization Information**

Name of Organization

FEIN Number  Phone Number

Please enter your FEIN

Contact Name  E-Mail

**Donation Information - This section will be automatically calculated.**

Number of donations processed on this form	0	<i>You may process up to 15 donations using this form</i>
Amount of Donations processed on this form	\$0.00	<i>This section will be automatically calculated.</i>
Amount of Credit processed on this form	\$0.00	

**Donor Information**

Donor Table

Ready 100%



GREENBRIER REPERTORY THEATRE CO.  
 "Nemo" presentation for children

1. Complete the organization information.
2. Don't forget the dash in your FEIN number.

Donation Processing - Final - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

D25

**Donor 1**

Donor Name  Name on the check

Donor Address  Address on check – unless they have moved recently.

City  State  Zip

Donation Type	Donation Date	Donation Amount	Fee Due on this Donation
<input type="text"/>	Date on the check	Amount on the check	Calculated automatically

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 organization?

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 the Donor sections.**

Donor Table

Ready 100%

# Donation Processing Form

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

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	<input type="text"/>	
Amount of Certification Fee Paid	<input type="text"/>	
Date of Transaction Payment	<input type="text"/>	
Notes	<input type="text"/>	
<i>Enter any notes that may be helpful in processing this certification fee.</i>		

Instructions for Submitting
<ol style="list-style-type: none"><li>1. You may only enter up to 15 donations on this form.</li><li>2. If you have fewer than 15 donations to process, leave the additional donor information blank.</li><li>3. If you need to process more than 15 donations, use a separate form and a separate fee payment.</li><li>4. Process only 1 certification fee transaction with each batch of forms you submit.</li><li>5. Do not process multiple certification fee transactions for the same batch of donations.</li><li>6. Save each form you complete as: <b>"Organization Name - NIP Donations - Transaction #"</b>. <b>(Note: Multiple forms with the same transaction number should be named as above with a "-1", "-2" etc.)</b></li><li>7. The form must be saved and submitted in its original excel format...we will not accept PDF's.</li><li>8. You may upload up to 5 forms (75 donations) per online report through the website.</li><li>9. If you need assistance, please call our office. We are more than willing to help.</li></ol>



# 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 ACH #”.*
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. Do not put previously reported excel forms on the Donation Report – it results in duplications.
10. If you need assistance, please call our office. We are more than willing to help. (304-549-8046 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 (different one on each report)

Reports are on your dashboard and may be accessed by logging on to your NIP Account.

The “January 31 Period Report” or Midterm Report covers September 1 thru December 31 and is due by JANUARY 31<sup>st</sup>.

The “July 31 NIP Final Report” is due by July and covers September 1<sup>st</sup> through June 30<sup>th</sup>. Turn in as close to June 30<sup>th</sup> as you can.

To stay in compliance with the program you must turn these reports in ON TIME.

# Period Reports (Continued)

Period	Due Date
Mid Term: Certification Date thru December 31	<b>Before January 31</b>
Final Report: Certification Date thru June 30	Before July 31 (as close to June 30 as possible)
Failure to submit reports could jeopardize your organization's participation in NIP. <b>You must turn in all reports before you can be funded for the next year</b> , 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 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 and we will notify you if you are eligible by March 21st.

**By March 15, 2025, program participant has:**

<b>Issued 0% - 69%</b>	100% of unused credit will be recaptured.
<b>Issued 70% to 99%</b>	Not subject to recapture or reallocation. Not eligible for supplemental credit.
<b>Issued 100% and awarded full request</b>	Not subject to recapture or reallocation. Not eligible for supplemental credit.
<b>Issued 100% but NOT awarded full request</b>	<b>Eligible for supplemental credit award.</b> Total of supplemental & original award may not exceed original request.

# Reallocation Reference Chart for FY-2025



# Supplemental Credit



**COMMUNITY COMBINED MINISTRIES**  
Packing for a summer pantry giveaway

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<sup>th</sup>.

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 by March 21<sup>st</sup>, if you are eligible, to see if you can use more credits.

Supplemental credits are awarded based on your NIP application ranking.

Organizations with remaining credit may again begin accepting donations for credit on April 1<sup>st</sup> of each year.

# FY 2024 Reallocation Overview

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

200 Projects Funded	\$3,000,000.00
Credits Held Back	\$7,250.00
Credits Surrendered	0
Total Recaptured Credits (7)	\$40,240.00
Total Available to Reallocate	\$47,490.00
Organizations Issuing 0% of Credits	1
Number of Organizations Receiving Additional Credits	10

# Reminders



**FAITH IN ACTION OF THE RIVER CITIES**  
Mitzi helping Charles get care for his service dog at the vet



COMPLETE applications, including all attachments, are due by 5 pm on June 30, 2024 to be considered for FY 25.



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



THE WV FUND FOR LAW IN THE PUBLIC INTEREST, INC.

A law student preparing to donate time to others

[www.wvcad.org/NIP](http://www.wvcad.org/NIP):

NIP program information and downloadable forms.

NIP participant directory, workshop presentations, donation paperwork, applications, etc.

[www.irs.gov](http://www.irs.gov):

Information on fair market value for personal property donations.

[www.nada.com](http://www.nada.com) , [www.kbb.com](http://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>

# TIPS FOR COMPLETING YOUR EXCEL FORM

1. Always complete the top portion, being sure FEIN is correct and includes the dash. (Please double check the number)
2. Use the information on the check to complete the 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 and do not skip a section.
5. In the note section, use the FIRST LINE for the check number or other information.
  - 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.
  - d. If a vehicle, list the VIN number, the year, make and model, and blue book value, all on the first line.
  - e. If an in-kind donation, E-MAIL CATHY and get the formula to calculate the value – there must also be a monetary donation.
6. To make your ACH payment for fees go to [www.wvcad.org/nip](http://www.wvcad.org/nip) and click on the ACH Payment Link on the right-hand side.
7. On your Donation Report, do not include previously submitted excel forms, only new ones.



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