From 1996-2023 FY 2023 CONGRATULATIONS ON 26 YEARS OF SUCESSFUL WORK NEIGHBORHOOD INVESTMENT PROGRAM Jennifer Ferrell, Director Community Advancement & Development Chris Garner
NIP Coordinator
John.C.Garner@wv.gov

Shelly J. Woda
Unit Manager
Shelly.J.Woda@wv.gov

Cathy L Durham (304) 549-8046

Cathy.L.Durham@wv.gov

NIP Grant Management
Specialist

West Virginia Development Office Department of Economic Development Building 3, Suite 700 1900 Kanawha Boulevard, E. Charleston, WV 25305 304/558-2234

Purpose of Legislation and History	5
Program Cycle	16
Advisory Board	17
Independent Assessment	18
How it Works	19
Tax Credit Overview	22
Statistics	25
Evaluation Criteria	27
Tax Credit Allocation	28
Eligible Contributions	29
Ineligible Contributions	,35
Application	,36

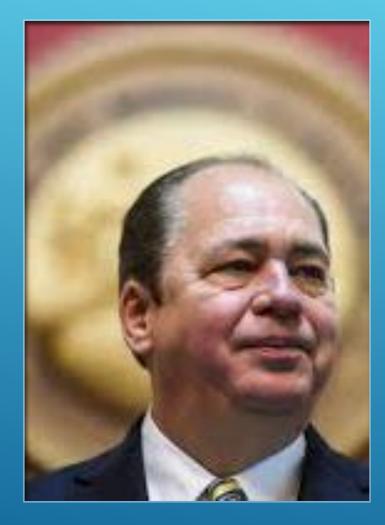


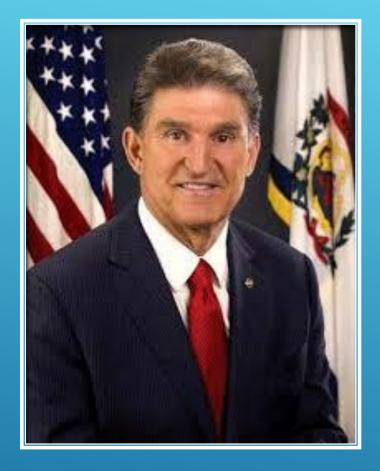
TABLE OF CONTENTS

TABLE OF CONTENTS (CONTINUED)

The Basics: Rules & Deadlines	37
NEW RULE	38
Items Needed to Complete the Application	39
Sample Secretary of State Letter	40
Creating an Online Account	41
Applying for NIP Credit – the Application	42
Performance Measures	64
Participant Guide	74
Certification of Awards	76
Tax Credit Voucher	77
Issuing Credit	78
Donation Processing	80
Period Reports	85
Reallocation	87
Helpful Websites	92
Tips for Completing the Excel Form	93
Contacts	94

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 LOWINCOME CITIZENS
- * CREATE LOCAL PARTNERSHIPS
- ENCOURAGE NON-PROFITS TO SUPPORT THEIR COMMUNITY

When renewed in 2016 emphasis was placed on:

Emergency Assistance

★ Direct Needs



Huntington City Mission Receiving a donation

PROGRESS IN 26 YEARS

3,891 projects serving WV's low-income population awarded credits

\$115,800,331.83 in donations generated for certified projects

\$53,191,727.72 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:

KING'S DAUGHTER
Provides food for children





BRIAN'S SAFEHOUSE Scholarship recipient working on transition housing

Homelessness & Low Income



UNION MISSION
Homeless are happy to have a job



SHENANDOAH COMMUNITY HEALTH
Choose medication or home needs

KUMP EDUCATION CENTER





Learning while outside and inside

PROVIDING SUPPORT AND GUIDANCE



WADE CENTER



UNITED WAY OF GREENBRIER VALLEY

A happy little girl's drawing of her new house after the 2016 flood

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



HEART AND HAND





Teaching life skills

GOOD SHEPHERD INTERFAITH VOLUNTEER CAREGIVERS



Volunteers build a wheelchair ramp for an amputee

HOSPICE OF SOUTHERN WV



Making memory stones at camp for bereaved children

REA OF HOPE



A single Mom regains custody of her son, becomes self-reliant with a job and housing

GREENBRIER HISTORICAL THEATER

Native American Heritage



HOUSE OF THE CARPENTER
Literacy Camp







ARTS FOR CHARACTER

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.

Rea of Hope



PROGRAM CYCLE

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

May	NIP Program Workshop
June 30 th	Applications due
July-August	Scoring and ranking applications
August	Advisory Board Allocation Meeting
September	Donations and processing begins
January 31st	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 th	Donations accepted. Close out program. Final Reports due
July	Begin cycle again.

ADVISORY BOARD

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

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

NIP INDEPENDENT ASSESSMENT

 An independent review of the program is conducted every 3 years. 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 on-line, due before June 30th at 5:00 p.m.

NIP Advisory Board approves/denies applications in August.

July and August

1 September

30 June, 5:00 PM

August

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

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

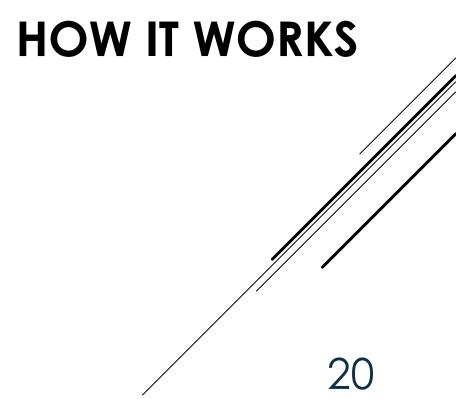
APPLICATIONS FOR NIP

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.



- ▶ 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 OVERVIEW



- Currently, donors may use NIP tax credit on the following WV State Taxes:
- Corporate Net Income Tax
- Personal Income Tax

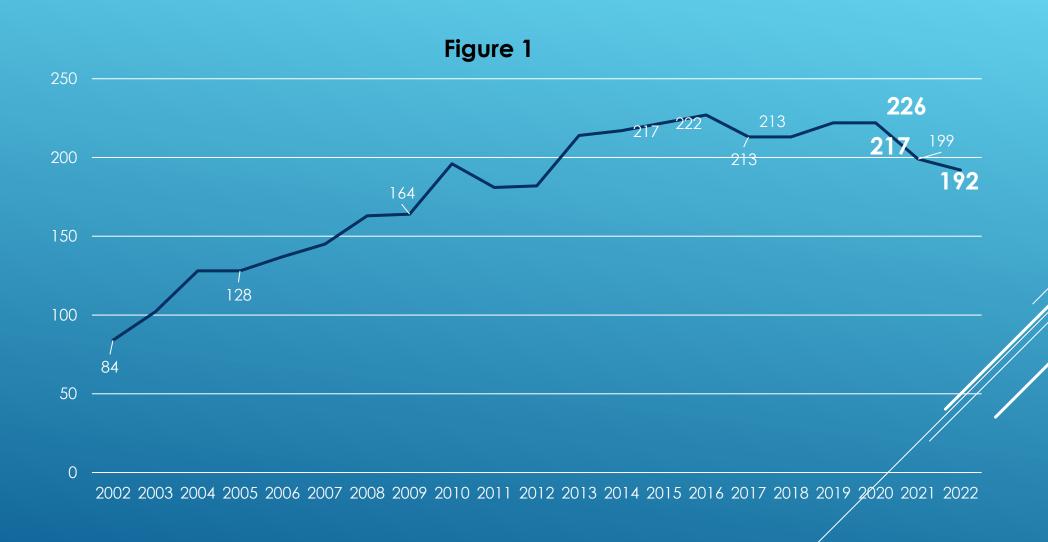
TAX CREDIT DETAILS

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.

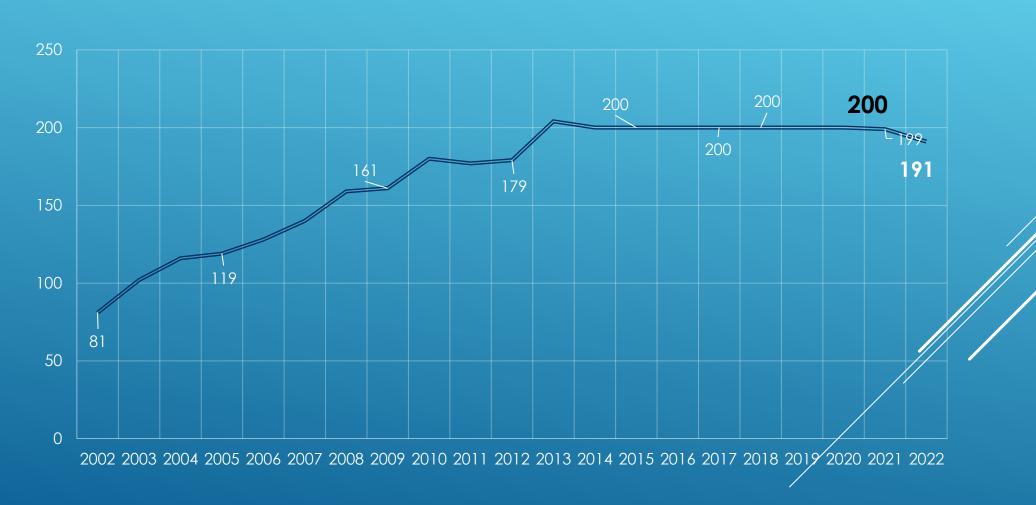


NUMBER OF APPLICANTS PER YEAR



NUMBER OF PROJECTS CERTIFIED

Figure 2



Amount of Credit Requested

Figure 3

200 \$3,526,0		20 (\$5,193,		2002 \$5,193,221.00		2003 \$4,953,955.00		2004 \$7,985,241.00		2005 \$6,544,070.00	
200 \$7,283,9			2007 \$5,628,703.00		,056.00	20 \$7,649	09 ,339.00	2010 \$9,364,182.00		2011 \$7,900,864.00	
2012 \$6,138,208.00 \$10,217,595.00					,200.00	2016 \$7,272,475.00		2017 \$6,385,000.00			
			20 \$6,722,	19 ,557.00		20 ,400.00)21 ,250.00	20 \$5,817	.900.00	

PROJECT EVALUATION

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

- 1. Projects should be **Emergency Assistance** and/or **Direct Needs.**
- 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 2023 TAX CREDIT ALLOCATION

- The NIP Advisory board has approved the funding formula for the 2023 application round. It is the same as the method used in 2021-22.
- 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, IRA Distributions, Etc.
- Easiest eligible donation type
- Must be at least \$500 for each donation (<u>no cumulative donations</u>)

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 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. <u>There must also be a monetary donation with</u> <u>the in-kind.</u>
- 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 (304-549-8046) or email 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 <u>date of transfer</u> 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 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.
- 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 on the dashboard 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, 2022 BY 5 P.M.
- Only the "Application Received" E-MAIL will serve as proof that your application was received.



THE BASICS – NEW RULE 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 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 START WORKING ON IT NOW!
 - 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.



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

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

Address

Dear Mr. _____

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

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

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

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

Rest Wishes

Mac Warner

Mac Warner Secretary of State

SAMPLE SECRETARY OF STATE REGISTRATION LETTER

Not the "Annual Report Fee Paid" letter

Not the Letter or Certificate stating you are a Corporation

START THE PROCESS NOW!

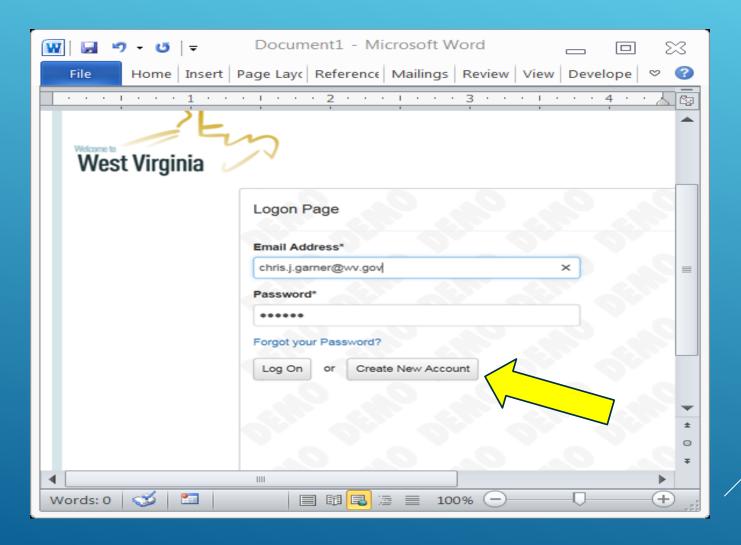
TO APPLY FOR NIP CREDIT, VISIT OUR WEBPAGE

WWW.WVCAD.ORG/NIP

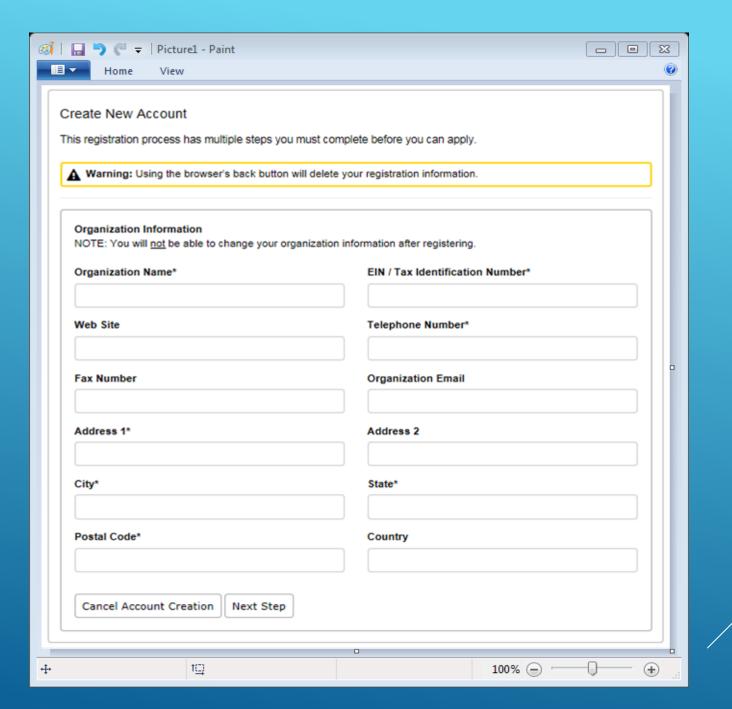
CLICK THE LINK TITLED,

"NIP LOGIN"

CREATE NEW ACCOUNT (FOR NEW APPLICANT ORGANIZATIONS ONLY)



If your organization only changed personnel, DO NOT create a new account, email Cathy



NIP CONTACT INFORMATION

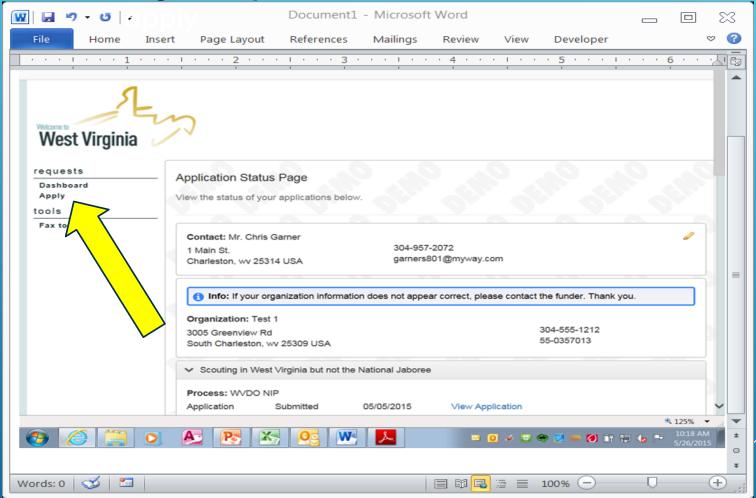
Each organization should provide contact information for a minimum of TWO individuals.

Contacts:

- Executive Director
- NIP Contact
- Alternate

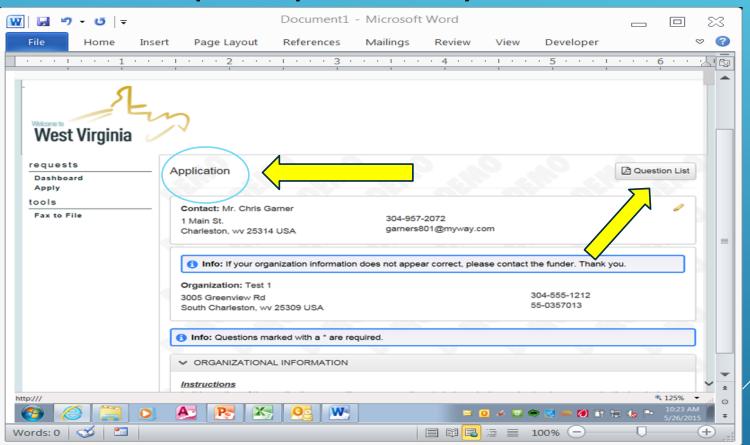
APPLYING FOR NIP CREDIT

Log on to your NIP account and click



APPLYING FOR NIP CREDIT

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



LINKS

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

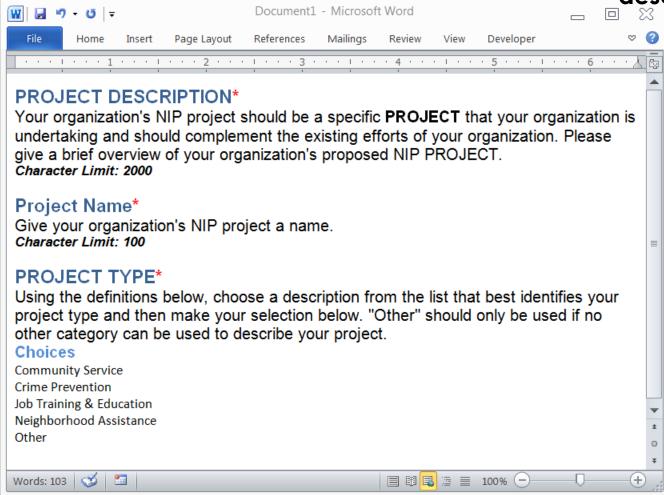
DISTRESS FACTORS
Using this link to Data.Census.gov, Nease provide the following statistical data
regarding your PROJECT's service/catchment area(s) as previously described. If your
project has multiple service areas, please provide an average of all those areas combined.
Refer to the PowerPoint presentation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

Please be sure to use spell check on your description.



NIP PROJECT TYPES

<u>Neighborhood Assistance</u> 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.

<u>Community Service</u> 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.

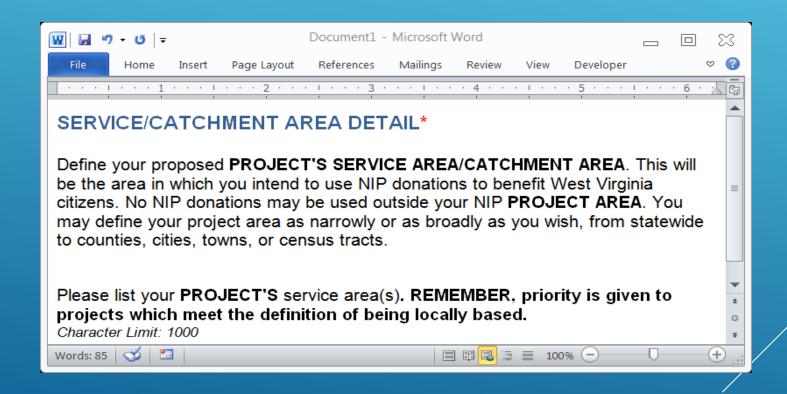
<u>Crime Prevention</u> includes any project whose aim is to reduce crime.

<u>Job Training and Education</u> 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.

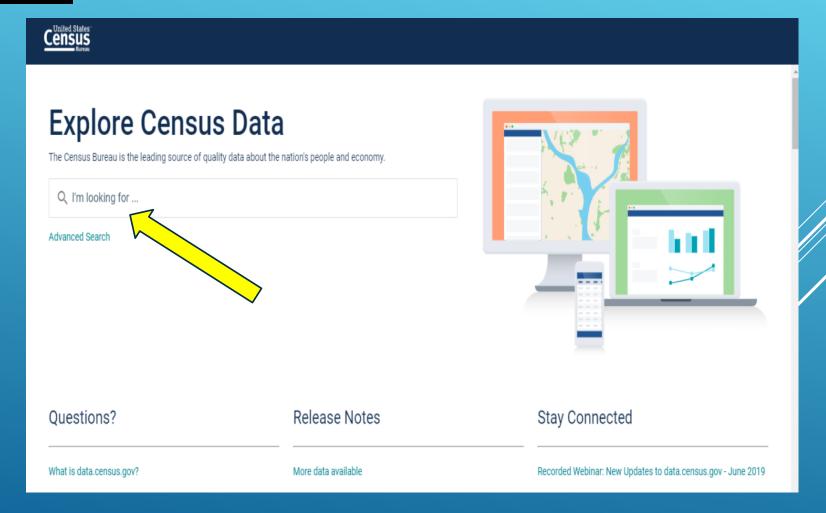


DISTRESS FACTORS

Please use <u>data.census.gov</u> 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.

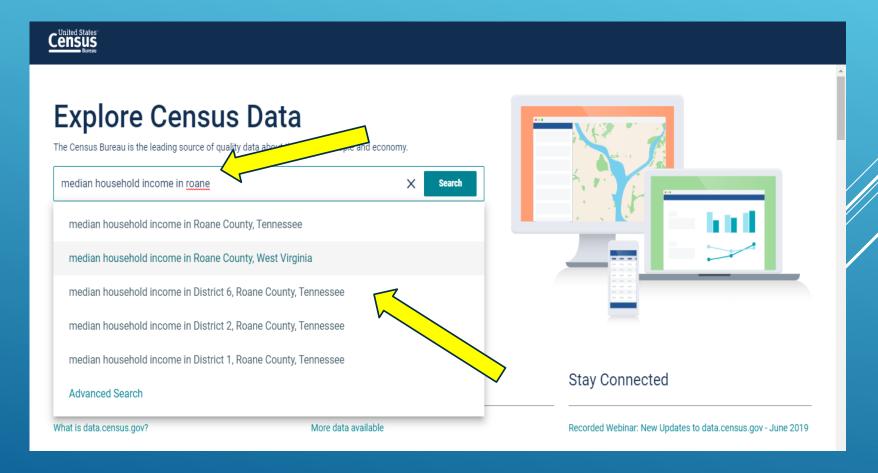
Search for your specific PROJECT area.



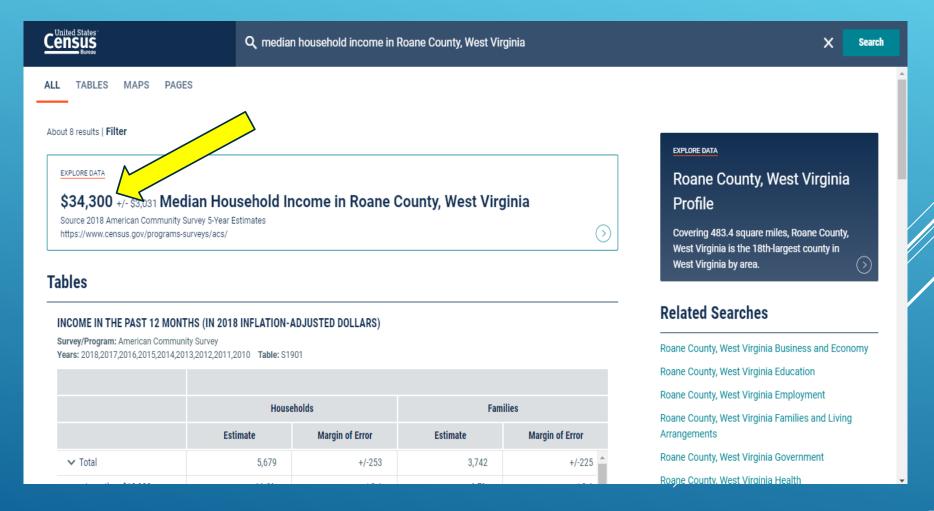
To find the median household income:

Type "median household income in ___ county, WV"

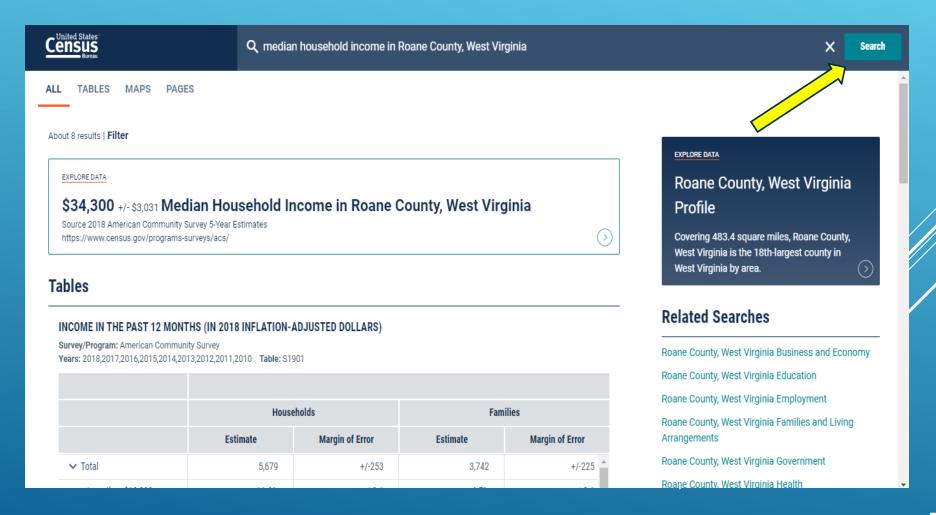
then select your appropriate area from the dropdown
list. (See example for Roane County below.)



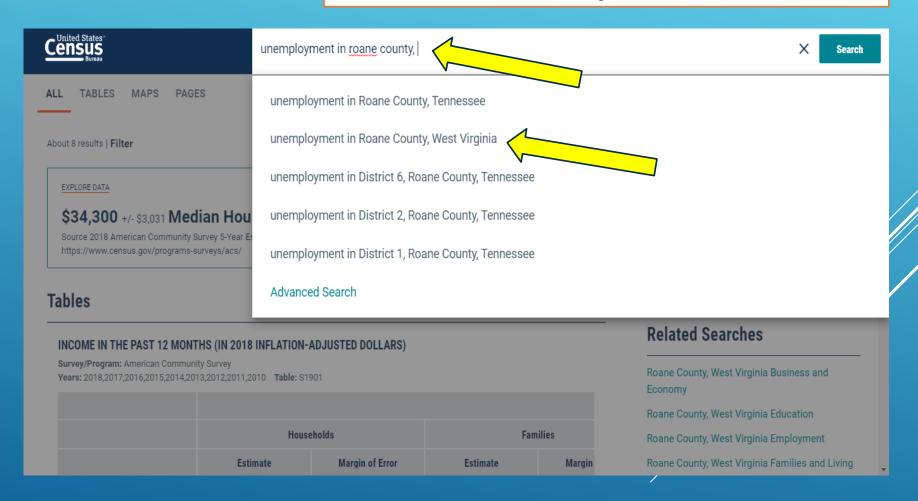
Once you select your appropriate area, the Median Household Income will display on the screen.



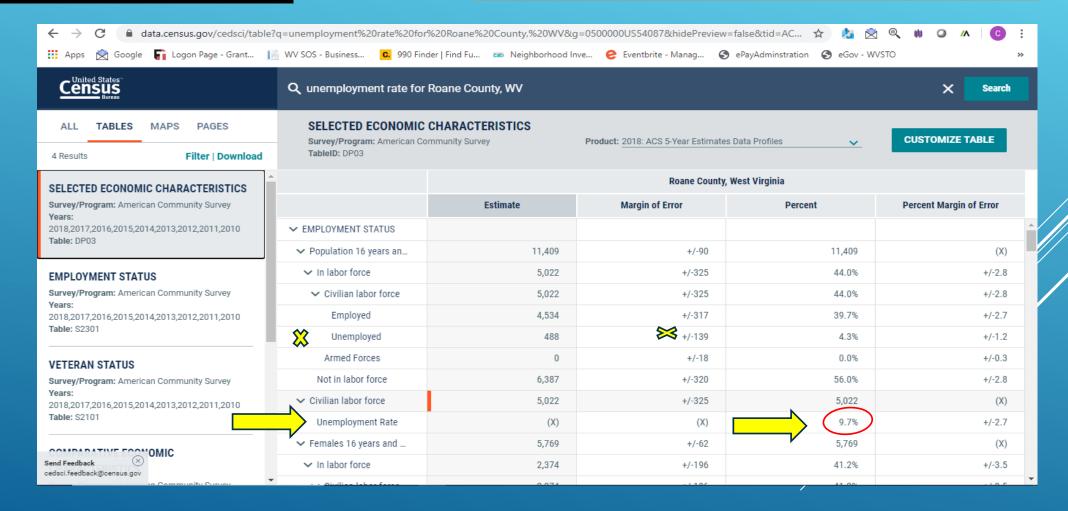
To find the unemployment rate, click "Search". A search bar will open for you to enter your project area.



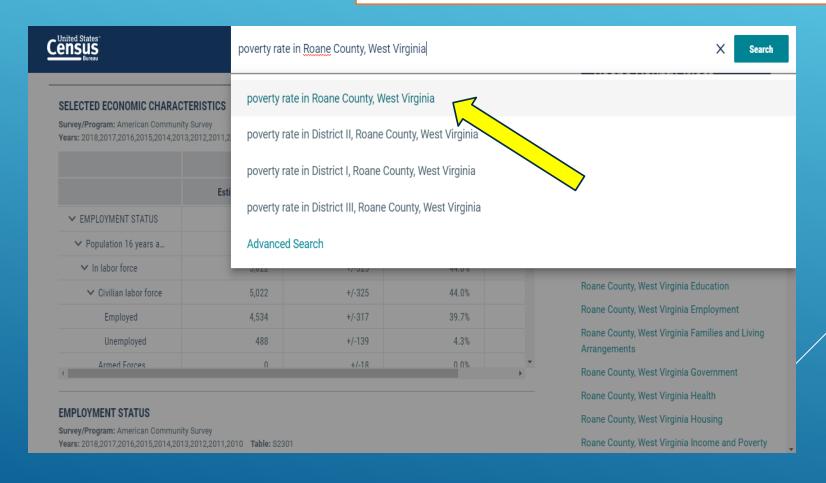
Begin entering your project area and then select it from the dropdown menu.



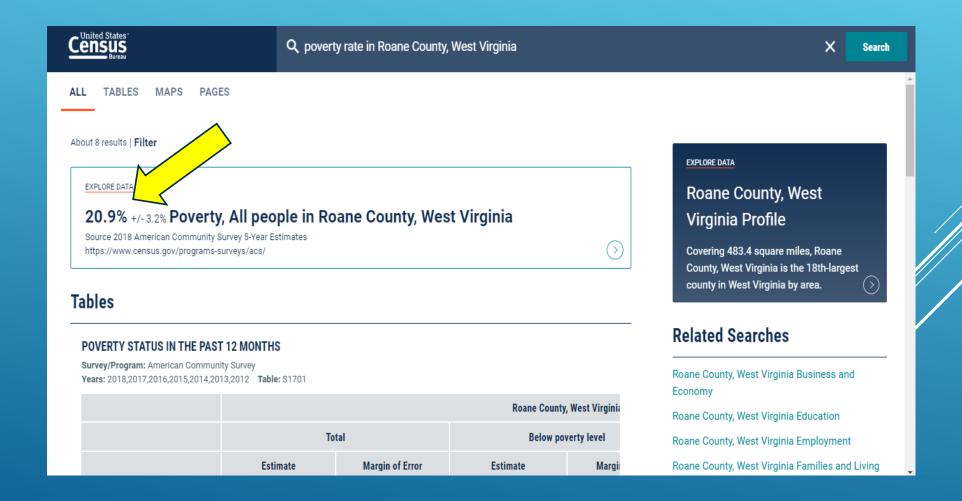
Use the down arrow to scroll to the unemployment rate found on the table below. Do not use the number with the X, use the one with the arrow pointing to it.



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:

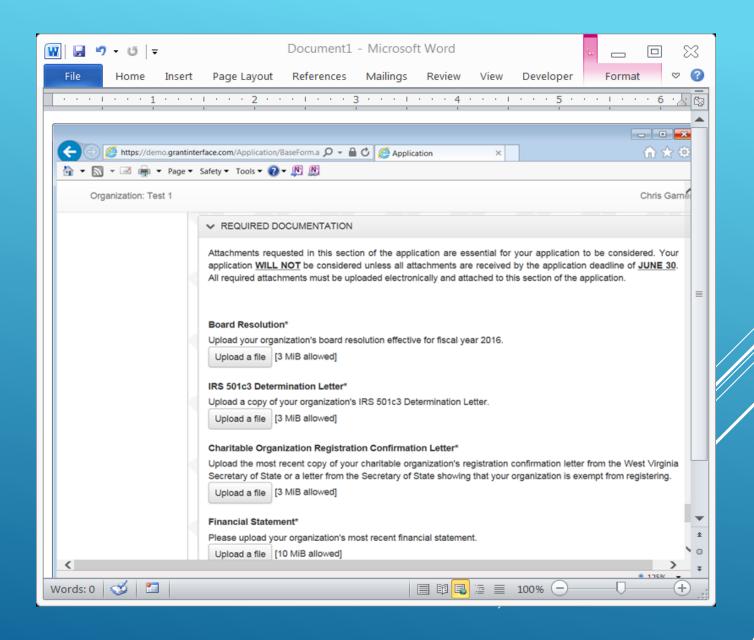
For example, if your project covers Wirt, Ritchie, Calhoun, and Roane counties, you will look up the median income, unemployment rate, and poverty rate for each using Factfinder. You would report the statistics highlighted below for your project area.

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= <mark>\$38,119</mark>
Average Unemployment Rate:	(5.4%+16.2%+8.4%+10.5%)/4= <mark>10.13%</mark>
Average Poverty Rate:	(15.2%+15.9%+19.4%+20.3%)/4= <mark>17.7%</mark>

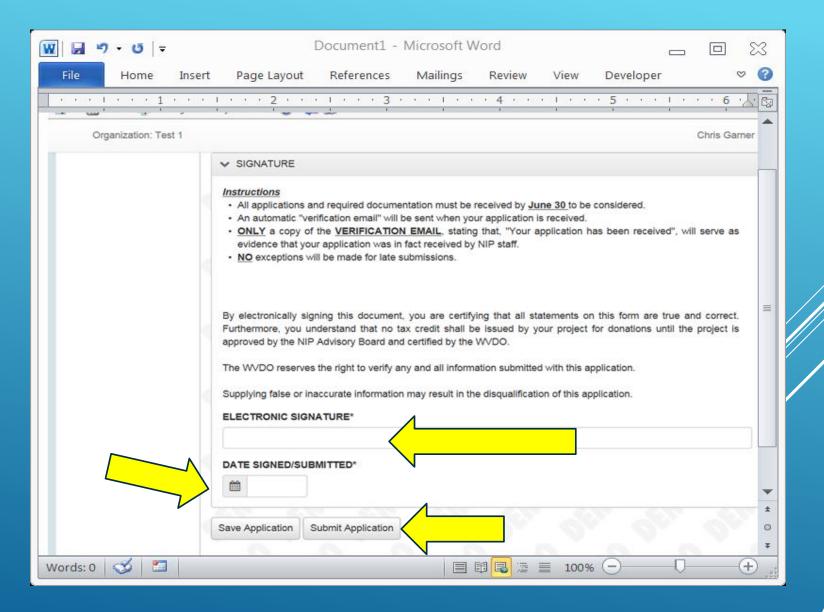
These are not accurate numbers – example only.

REQUIRED DOCUMENTATION

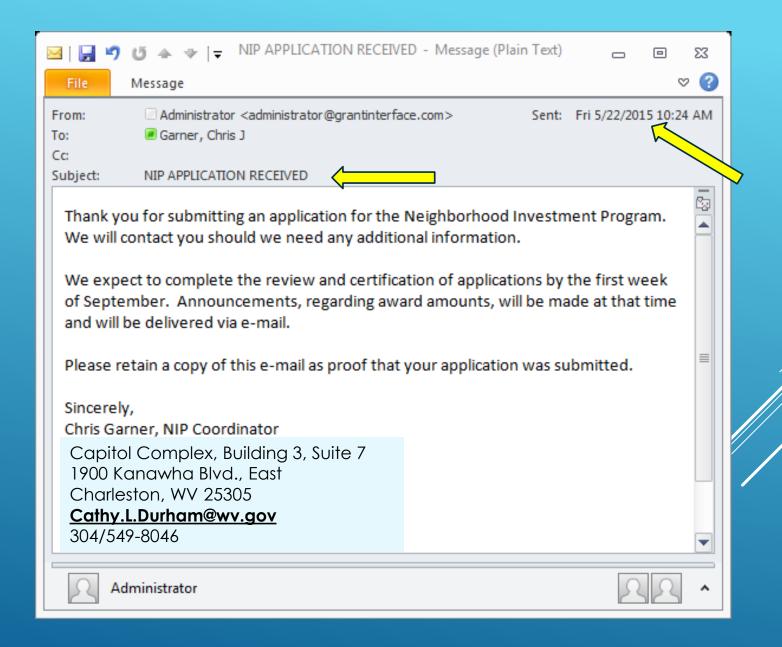
See slide 39 for a complete list of attachments



SIGN, DATE, & SUBMIT



E-MAIL VERIFICATION



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.

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

- 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.





NO percentages.

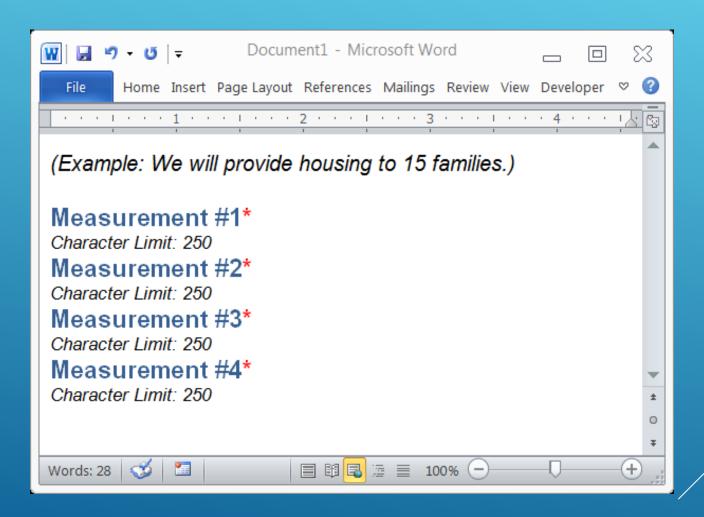
We must be able to measure these.

My college classes are	Strongly Agree	Agree	Disagree	Strongly Disagree
more demanding than my high school classes.				
more interesting than my high school classes.				
more interactive than my high school classes.				_
larger than my high school classes.				

NO surveys.



NO evaluations.



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

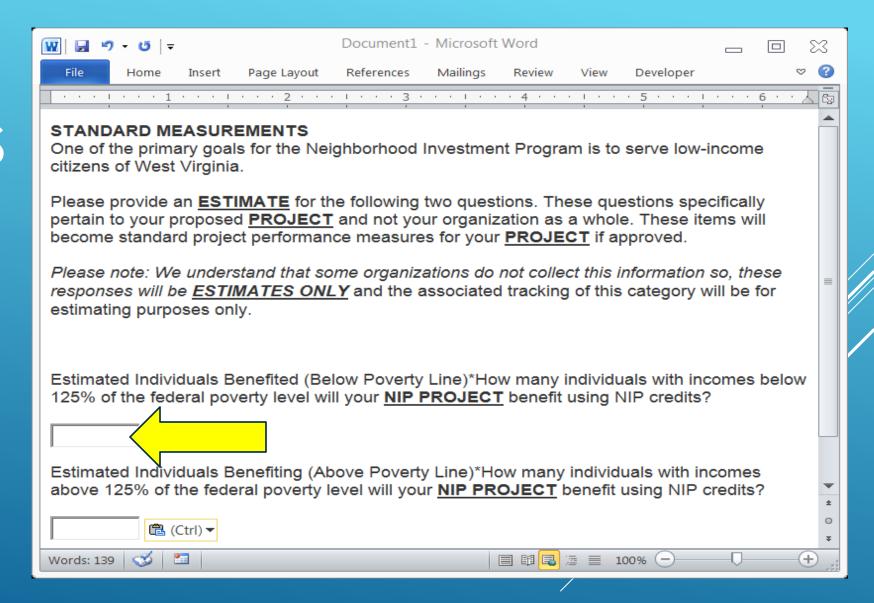
Example: We will distribute 2,000 meals to the homeless in the Wheeling area.

-67 Characters

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

-59 Characters

STANDARD MEASUREMENTS





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!

PERFORMANCE MEASURES

PARTICIPANT GUIDE

Certification

- Tax Credit Voucher
- issuing Credit
- **Donation Processing**
- Period Reporting
- Reallocation

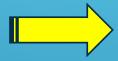




CERTIFICATION OF AWARDS

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

TAX CREDIT VOUCHER



All certified projects will receive one (1) tax credit voucher by e-mail.



This voucher is an official tax document. Complete it using legal names and addresses of donors.



This voucher should be copied for use for each donor. (If you fill it in by hand, please delete the "click here" statements first.)



You must retain a copy of the completed voucher for your records. The WVCAD may also request a copy at any time.

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 – SPON SORING AGENCY CERTIFICATION OF DONOR TAX CREDIT ELIGIBILITY The above-named sponsoring agency thanks you for your contribution to our project and certifies you as eligible for a Neighborhood Investment Program tax credit in the amount below. I certify that the 3 percent fee on your contribution has been paid to the West Virginia Development Office. I remind you that the maximum annual credit that you may claim on this program for all projects may not exceed \$100,000. You must attach a copy of this voucher to the West Virginia Neighborhood Investment Program Tax Credit Schedule (Form WV/NPA-2) when claiming this credit.				
	Sonor	Name of Taxpayer (Donor): Legal Name(s) of donor(s)			
		Mailing Address: Contribution Dollar Value Eligible for Tax Credit: (Circle All That Apply): Cash Publicly Traded Stock Real Property Personal Property In-Kind Services Amount of Credit: Date of Donation:			
	Sponsor Information	Signature of Contact Person: Name of Contact Person (Type or Print):			
	S	Telephone Number: Date Signed:			

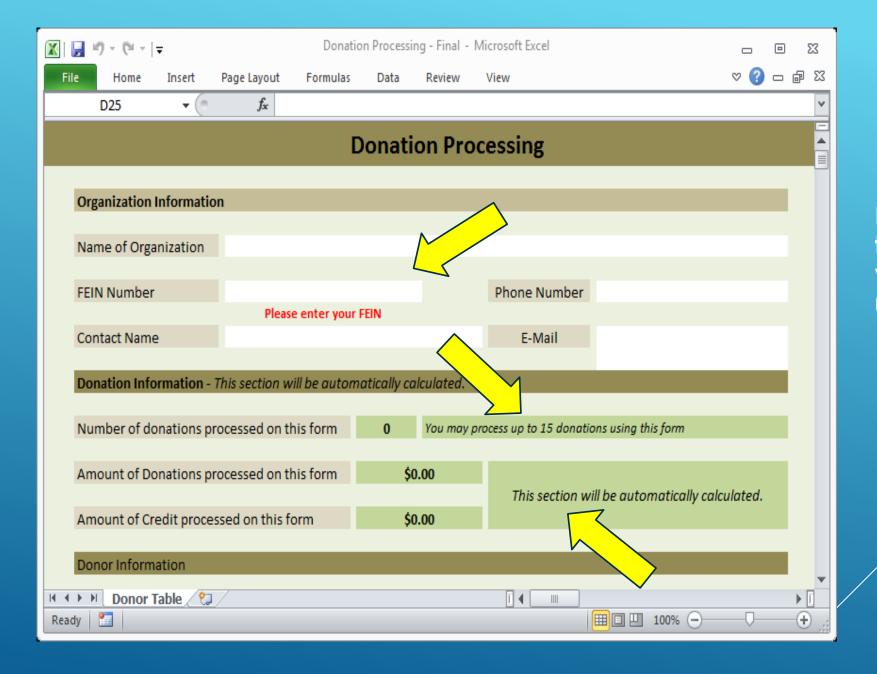
ISSUING CREDIT

- 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 of http://tax.wv.gov/Documents/TaxForms/2015/nipa2.instructions.pdf

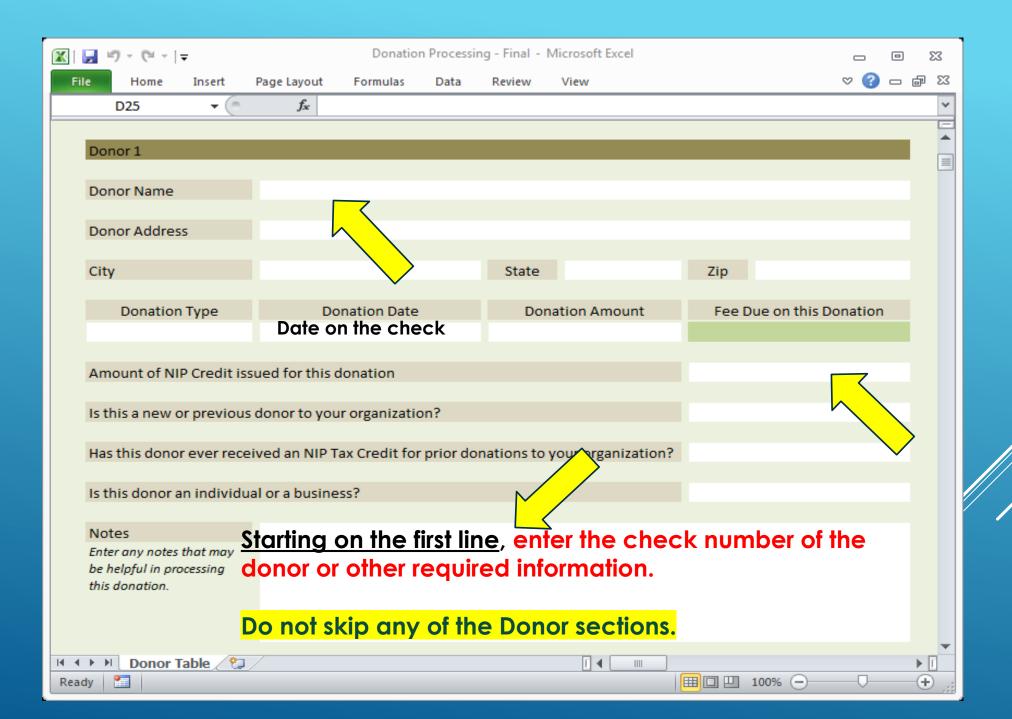
and the tax credit schedule at http://tax.wv.gov/Documents/TaxForms/2015/nipa2.pdf

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 "<u>DONATION PROCESSING</u>" form is accessible at <u>www.WVCAD.org/nip</u>
 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.

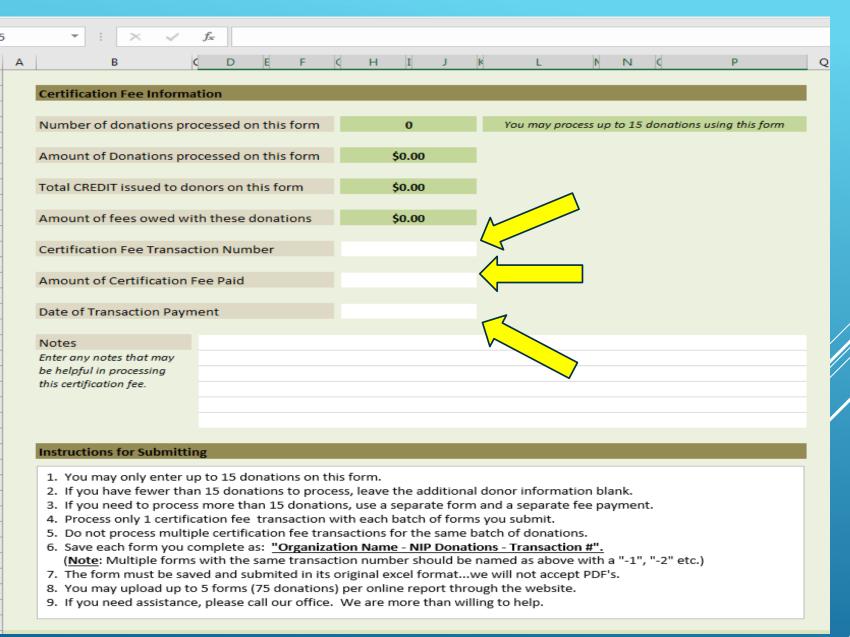


Don't forget the dash in your FEIN number.



Donation Processing Form

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



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 <u>make an ACH payment for each Form</u> (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. 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)

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 <u>JANUARY 31st</u>.

The "July 31 NIP Final Report" is due by July and covers your whole FY.

PERIOD REPORTS

PERIOD REPORTS (CONTINUED)

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

REALLOCATION PROCESS

- The Reallocation process begins with a dead period from March 16-31 each year.
- You must use at least 70% of any credits you have received by March 15 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-2023

By March 15, 2023, program participant has:				
Issued 0% - 69%	100% of unused credit will be recaptured.			
Issued 70% to 99%	Not subject to recapture or reallocation. Not eligible for supplemental credit.			
Issued 100% and	Not subject to recapture or reallocation.			
awarded full request	Not eligible for supplemental credit.			
Issued 100% but NOT	Eligible for supplemental credit award.			
awarded full request	Total of supplemental & original award may not exceed original request.			

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 15th.

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 21st.

Supplemental credits are awarded based on your NIP application ranking.

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

SUPPLEMENTAL CREDIT

FY 2022 REALLOCATION OVERVIEW

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

191 Projects Funded	\$3,000,000.00
Credits Held Back	0
Credits Surrendered (1)	\$9,500.00
Total Recaptured Credits (1)	\$4,250.00
Total Available to Reallocate	\$13,750.00
Organizations Issuing 0% of Credits	0
Number of Organizations Receiving Additional Credits	7

REMINDERS

 COMPLETE applications, including all attachments, are due by 5 pm on June 30, 2022 to be considered for FY23.

- 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:

- o Information on fair market value for personal property donations.
- www.nada.com , www.kbb.com:
 - o information on fair market value of vehicles.
- Tax Credit Schedule (NIPA 2)

http://tax.wv.gov/Documents/TaxForms/2015/nipa2.pdf
Instructions at

http://tax.wv.gov/Documents/TaxForms/2015/nipa2.instructions.pdf

- ▶1. Always complete the top portion, being sure FEIN is correct and include dash.
- ▶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.
- ▶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.

TIPS FOR COMPLETING YOUR EXCEL FORM93

Shelly Woda Unit Manager Community Sustainability

Chris Garner
NIP Coordinator

Cathy.L.Durham@wv.gov
Grants Management Specialist
304-549-8046 (leave a message)

