

# NAP BUSINESS CONTRIBUTOR HANDBOOK

May 2023



Pittsburgh, PA



## Introduction

Thank you for your interest and participation in the Neighborhood Assistance Program (NAP) as a business contributor. Your donations make a real impact in your community and help make Pennsylvania a better place to live.

This handbook includes everything you need to know as a business contributor. In the following pages you'll find:

- A checklist with the items you will need to complete for the nonprofit application process
- Detailed information about the entire process
- Sample templates and forms

If you have questions about the NAP tax credit process, your local PA Department of Community & Economic Development (DCED) Regional Offices can help. You can find their full contact details at the end of this document.





## BUSINESS CONTRIBUTOR APPLICATION CHECKLIST

### 2023-2024 NEIGHBORHOOD ASSISTANCE PROGRAM TAX CREDIT

#### APPLICATION INFORMATION

- 1. **Nonprofit Organization Applicant:** Insert Nonprofit Organization Name
- 2. **Fiscal Year of Application:** 2023-2024
- 3. **Program (select one):**
  - a. **Neighborhood Assistance Program (NAP)**
    - A tax credit of up to 55% of contribution can be awarded.
    - Requires a one-year commitment.
  - b. **Neighborhood Partnership Program (NPP)**
    - Businesses must contribute at least \$50,000 annually for a minimum of five years and are eligible for a 75% tax credit per year.
    - For partnerships more than five years, business contributions are eligible for an 80% tax credit per year, up to a maximum of \$500,000 per year.
    - Requires an executed Memorandum of Understanding between the nonprofit and the contributor.
  - c. **Special Program Priorities (SPP)**
    - A tax credit of up to 75% of contribution can be awarded.
    - Requires a one-year commitment.
  - d. **Charitable Food Program (CFP)**
    - A tax credit of up to 55% of contribution can be awarded.
    - Requires a one-year commitment.
    - Donations may be cash contributions or in-kind food donations.

#### REQUIRED CONTRIBUTOR DOCUMENTATION

- 1. **Electronic Clearance Form for Tax Credits**
  - [Revenue Clearance Form for Tax Credit and Economic Development Programs](#) must be completed online.
  - Must be completed when funding commitment is made.
  - No forms will be accepted after 5:00 pm on June 30, 2023. Failure to submit this form electronically will make a contributor ineligible.
- 2. **Commitment Letter**
  - On letterhead, dated, and signed.
  - Provide Contributor's FEIN, legal address, contact name, and email address.
  - Include: funding commitment amount, fiscal year, and applicant name.
  - Specific Requirements:
    - NPP – minimum donation of \$50,000 recurring for at least five years.
    - CFP – if an in-kind food donation will be made, the monetary value of the food needs to be identified.
- 3. **Memorandum of Understanding – for NPP ONLY**
  - Fully executed between the nonprofit applicant and contributor.
  - Outlines the multi-year relationship.

# NAP Business Contributor – Detailed Process

## A. Overview

The Neighborhood Assistance Program (NAP) offers ways for contributors to assist nonprofits in meeting the challenges of funding local projects that benefit communities, especially low-income populations. Applicants, typically non-profit neighborhood organizations, apply for NAP tax credits that, if approved by the PA Department of Community and Economic Development (DCED), are available for use by the contributing businesses.

The contributing businesses receive Pennsylvania state tax credits for their contribution to the project. Specific tax-related scenarios and questions should be directed to your business accountant or tax advisor. DCED does not provide tax advice.

Business contributions include:

- Cash contribution,
- Equipment and/or supplies contribution,
- Job training,
- Real estate contribution, or
- Technical assistance.

Tax credits may be used the year of the contribution and for the five subsequent years after the contribution, for a total of up to six consecutive years. Contributions may be made anywhere within Pennsylvania.

The process is simple for contributors:

1. If the contributor is prepared to support the applicant and project with a contribution, the contributor should provide a letter of commitment to the applicant on the contributor's corporate letterhead.
2. The contributor must also file the [Electronic Clearance Form for Tax Credits](#) available on the PA Department of Revenue's website.
3. Upon DCED's official written approval of the project, the contribution must be made to the applicant within the state fiscal year, between July 1 of the program year and June 30.
4. Lastly, the contributor must complete the Application for Tax Credit (Exhibit D) and submit it to DCED with proof of the contribution. Proof of contribution may be, but is not limited to, photocopies of a cancelled check front and back, documentation of wire transfer of funds, electronic funds transfer records, etc.



## B. Programs

There are four programs or components under the NAP that apply to nonprofit community organizations:

1. **Neighborhood Assistance (NAP)**  
One (1) year commitment to a project, up to 55 percent tax credit.
2. **Charitable Food Program (CFP)**  
Supports local food bank distribution centers and other types of food related projects that serve to alleviate the issue of hunger for low-income populations. One (1) year project that offers up to a 55 percent tax credit.
3. **Special Program Priorities**  
One (1) year, one project meeting one of the special program requirements, up to 75 percent tax credit.
4. **Neighborhood Partnership Program (NPP)**  
This is a multi-year commitment to a nonprofit working on a strategic plan that will improve the quality of life for the residents of a specified target area. An annually renewed contribution of at least \$50,000 per year for a period of five (5) years will be eligible for up to a 75 percent tax credit. A six (6) year or longer commitment of at least \$50,000 per year will be eligible for up to an 80 percent tax credit.  
  
Participation in this type of project is strongly recommended and is contingent upon availability of total NAP tax credit awards.

## C. Eligible Contributors

Eligible contributors are business firms authorized to conduct business in Pennsylvania and subject to the following taxes imposed by the Tax Reform Code of 1971, 72 P.S.:

- Article III: Personal Income Tax\*
- Article IV: Corporate Net Income Tax
- Article VI: Capital Stock-Foreign Franchise Tax
- Article VII: Bank Shares Tax
- Article VIII: Title Insurance & Trust Company Shares Tax
- Article IX: Insurance Premiums Tax (excluding surplus lines, unauthorized, domestic/foreign marine)
- Article XV: Mutual Thrift Institutions Tax

*\*Only when passing through tax credits.*

Such business firms may include pass-through entities, as a partnership as defined in section 301(n.0), a single-member limited liability company treated as a disregarded entity for federal income tax purposes, or a Pennsylvania S corporation as defined in section 301 (n.1).

The Pennsylvania Department of Revenue evaluates all contributors for state tax compliance prior to project approval.

- Contributors seeking the credit must obtain state tax compliance with the laws and regulations of the Commonwealth of Pennsylvania, to the satisfaction of the Department of Revenue.
- Notification of Non-Compliance: Contributors identified by the Department of Revenue as non-compliant will be ineligible for the credit, unless the contributor resolves the non-compliant issues in the determination period set by the Department of Revenue.

- All contributors are required to file the [Electronic Clearance Form for Tax Credits](#) available on the PA Department of Revenue's website. The clearance worksheet previously submitted via a paper submission to DCED will no longer be accepted.

Applications from eligible contributors cleared for state tax compliance during the clearance verification period will move forward in the tax credit approval process.

Business contributors participating in NAP projects are not eligible to submit NAP project applications but are eligible to make contributions to nonprofit neighborhood organizations. If the neighborhood organization's application is approved by the Department, the business will be eligible to receive tax credits upon submission of the Application for Tax Credit (Exhibit D) to DCED after the contribution has been made and is sufficiently documented.

## D. Caps on Contributors

Businesses may contribute to an unlimited number of NAP projects. However, there are limits on the total amount of tax credits that may be awarded.

### 1. Contributions to Three or Fewer Projects:

The maximum aggregate tax credit amount a contributor may receive annually for contributions for three or fewer projects is \$500,000. This maximum applies to the total of all NAP tax credits awarded under all programs.

### 2. Contributions to Four or More Projects:

The maximum aggregate tax credit amount a contributor may receive annually for contributions to four or more projects is \$1,250,000. This maximum applies to the total of all NAP tax credits awarded under all programs.

## E. Contribution Period

The contribution period coincides with the state fiscal year (SFY), starting July 1 of the program year and ending on June 30 of the following year. All contributions must be received by the applicant by June 30.

The contributor has until December 31, a total of up to 18 months after the start of the SFY - to submit the Application for Tax Credit (Exhibit D) with proof of contribution to DCED. Directions are included with the form. Time is of the essence, and DCED must receive the completed form and supporting documentation before the December 31 deadline.

## F. Commitment Letter

A commitment letter (Exhibit A) is part of the application process for the nonprofit. The commitment letter is an agreement with the applicant to make the contribution if the NAP application and associated tax credits are approved by DCED. For one-year projects, a simple letter is recommended. For long-term commitments in NPP, a letter is required every year of the project along with a Memorandum of Understanding (MOU) (Exhibit B). The MOU is drafted by the applicant and is the agreement with the contributor for the long-term commitment. It is not necessary to rewrite or revise the MOU yearly unless there is a change in the arrangement. However, it is necessary to submit both a new commitment letter and the existing MOU yearly. It is also necessary for each contributor to file the [Electronic Clearance Form for Tax Credits](#) available on the PA Department of Revenue's website each year.

A new application via the Electronic Single Application must be submitted each year **by the applicant**. Approval for the first year does not guarantee the approval of subsequent years. NAP applications may be denied for a variety of reasons, including unavailability of tax credits, insufficient progress of the project, ineligibility of the applicant, or an incomplete application.



### G. How to Obtain Tax Credit Certificate and Utilize the Tax Credits

To obtain a tax credit certificate, all contributors must:

1. Complete and submit the Application for Tax Credit under the Neighborhood Assistance Act (Exhibit D) with proof of contribution to DCED. Examples of proof of contribution include: copies of the front and back of a cancelled check, invoices for equipment/supplies, invoice for the cost of job training, proof of donation of real estate, or invoices for technical assistance. Copies of records such as wire transfers or electronic transfers may be submitted. Donors making in-kind food contributions to CFP programs should submit the completed Food Donations Worksheet (Exhibit C).
2. The completed Application for Tax Credit and Food Donations Worksheet, if applicable, must be submitted to DCED by December 31, 180 days or six months after the contribution period ends. Completed forms must be submitted via the postal mail or electronically to the NAP email resource account at [RA-DCEDNAPMAIL@pa.gov](mailto:RA-DCEDNAPMAIL@pa.gov).
3. DCED will review the submitted forms and, if approved, issue a Tax Credit Certificate Form (Exhibit E) to the contributor.
4. Notification for the tax record will be provided to the PA Department of Revenue.

The contributor awarded NAP tax credits may exercise four options for use of the credits: Retain and use, carry-forward, sell or assign, or pass through to another eligible entity.

Tax credits claimed will be first applied against the unpaid tax liability for the period in which the credit is approved.

1. To claim the tax credit, the taxpayer must return the Tax Credit Claim Form, which is on the reverse side of the Tax Credit Certificate Form (Exhibit E), to the Department of Revenue.
2. The tax credit provided by this article may be carried forward for a maximum of five years.
3. A taxpayer may not carry back or obtain a refund of any portion of an unused tax credit.
4. To pass through this credit to the shareholders, members, or partners, please return the Tax Credit Claim Form, which is on the reverse side of the Tax Credit Certificate form (Exhibit E), to the Department of Revenue. Do not include the claim form with any tax report.
5. A taxpayer, upon application to and approval by DCED may sell or assign, in whole or in part, unused credits after the taxpayer has held the approved NAP tax credits for one (1) year.

Tax credit brokers are required to be registered with the Department of Revenue (DOR) to submit sale/assignment applications on behalf of clients to the Department of Community and Economic Development.

- The effective date for enforcement is April 4, 2022.
- Sales/Assignments received after April 4, 2022 from unregistered brokers will be rejected, unless a registration is pending, in which case DOR will hold the sale for up to 60 days, granted the registration is approved. If the registration is rejected, the sale will be rejected by DOR.
- A Copy of the Broker Registration Certificate must be included with this application.

The taxpayer must submit the following two forms to DCED:

1. Application for Tax Credit (Exhibit D); and
2. Application to Sell or Assign Tax Credits (Exhibit F).
  - Before an application to sell or assign tax credits will be approved, the Department of Revenue must find the applicant has satisfied all outstanding tax related issues.
  - If a business selling tax credits is selling credits to more than one buyer, a separate application must be submitted to DCED for approval for each separate buyer of tax credits.
  - Tax credits may only be sold or assigned once. Once a sale or assignment is approved, it is final. Buyers cannot resell or reassign tax credits.
  - The assignee or purchaser of a tax credit must claim the credit in the taxable year in which the purchase or assignment is made. The purchaser or assignee may not carry forward, carry back, or obtain a refund of or sell or assign the tax credit.
  - Applications for Sale or Assignment of Restricted Tax credits will need to include an attachment of certification, see Act 25 (G) below:

Act 25(G) ATTACHMENT OF CERTIFICATION.--A BROKER EXECUTING THE SALE OF A TRANSFERRABLE TAX CREDIT OR ASSISTING AN APPLICANT OR A TAXPAYER TO APPLY FOR OR PURCHASE A TAX CREDIT SHALL DO ALL OF THE FOLLOWING: (1) ATTACH A CERTIFICATION TO THE APPLICATION THAT THE STATEMENTS AND REPRESENTATIONS MADE IN THE APPLICATION ARE TRUE AND CORRECT AND SUBJECT TO THE PENALTIES AS SET FORTH IN 18 PA.C.S. § 4903 OR 4904. (2) INCLUDE THE BROKER'S UNIQUE REGISTRATION NUMBER ISSUED BY THE DEPARTMENT IN THE CERTIFICATION UNDER THIS SUBSECTION

I CERTIFY THAT THE STATEMENTS AND REPRESENTATIONS MADE IN THE APPLICATION ARE TRUE AND CORRECT AND ARE SUBJECT TO THE PENALTIES AS SET FORTH IN 18 PA.C.S. § 4903 OR 4904.

Broker's Name:

\_\_\_\_\_

Broker's Registration Number:

\_\_\_\_\_

## H. Acknowledgements and Disclosures

DCED may publicly acknowledge applicants and contributors that participate in NAP projects. These acknowledgements may take the form of announcements, speeches, or marketing efforts to the general public as well as the media. Please be aware there are certain situations where DCED would be required to disclose contributor participation in NAP, SPP, NPP, and CFP programs.



## Exhibit A: Sample Contributor Letter



Happy Valley Bank  
1234 Main Street  
Downtown, PA 00000

April 1, 2023

To Whom It May Concern:

On behalf of Happy Valley Bank (FEIN ##-#####), I would like to affirm our commitment of \$50,000.00 for fiscal year 2022–2023 to the Southside Community Development Corporation of Downtown, Pennsylvania.

We understand that this will be considered under the Neighborhood Assistance Program and would receive 55% in state tax credits on this amount if the application is approved.

Please direct correspondence to our CFO – W.E. Coyote at [wecoyote@happyvalleybank.com](mailto:wecoyote@happyvalleybank.com).

We look forward to our continued support of the neighborhood revitalization program in the Southside community.

Sincerely,

W.E. Coyote CFO  
Happy Valley Bank  
[wecoyote@happyvalleybank.com](mailto:wecoyote@happyvalleybank.com)

# Exhibit B: Sample Memorandum of Understanding

## Memorandum of Understanding/Business and Community Partnership Agreement

Between  
BUSINESS NAME  
And  
NON-PROFIT ORGANIZATION NAME

### INTRODUCTION

This Memorandum of Understanding/Partnership Agreement made this \_\_\_\_ day of \_\_\_\_ 20 requests a working agreement between:

The NON-PROFIT ORGANIZATION NAME (hereinafter referred to as the “Non-Profit”), a non-profit community-based organization serving the neighborhoods of \_\_\_\_\_ and covering an area bounded by \_\_\_\_ Street to the \_\_\_\_\_.

NAME OF BUSINESS (hereinafter referred to as the “Contributor”), a full-service financial institution serving Communities in the \_\_\_\_\_ region and beyond.

The purpose of this Memorandum of Understanding/Community Partnership Agreement (hereinafter referred to as “Agreement”, is to provide a framework for an effective working relationship and collaboration between the two entities to support the ongoing revitalization of the many neighborhood that comprise \_\_\_\_\_ service area, and to facilitate a range of community development investments needed to sustain such revitalization. In this regard, this MOU serves as a basis upon which:

general and specific commitments of financial and “in-kind” resources by the Contributor to the Non-Profit in the five- or six-year period from July 1, 20## to June 30, 20## can be developed and agreed to; and

general and specific investments by the Contributor to the Nonprofit can be defined and delivered to assist the Non-Profit in meeting the physical, economic, and quality-of-life goals represented in its Year \_\_\_\_ of the Strategic Neighborhood Plan.

### I. Guiding Principles

Each entity recognizes that the other is prepared to commit a unique set of resources to this working relationship and each also acknowledge that the type and level of resources committed to have a successful collaboration may change over time as opportunities for development in the Nonprofit service area evolves.

#### A. About the Non-Profit

With respect to, its status as a non-profit organization and its history as an established neighborhood-based community development corporation operating in SERVICE AREA enable it to offer and deliver the following resources which are essential to the revitalization of its service area in general and particular project infinitives outlined in their neighborhood strategic plan:

- Social capital held by their “stakeholders” – residents, businesses, and institutions of the neighborhoods comprising the Project Area – in the form of relationships with and knowledge of the community and its many constituencies.
- Potential program and project financing available through financial intermediaries, philanthropic organizations and units of local, state, and federal government which are committed to supporting the Non-Profit charitable and socially-motivated missions.

The Non-Profit promotes the strategic revitalization of the \_\_\_\_\_ community in which the Non-Profit carries out social services and housing activities for homeless families. Founded in \_\_\_\_, the Non-Profit provides an array of neighborhood assistance projects, education, and job training programs to transform \_\_\_\_ into a \_\_\_\_\_ community.

## B. About the Contributor

With respect to the Contributor, its status as a reputable financial institution, lender, and investor enables it to offer and deliver a mix of resources considered essential to the revitalization of urban neighborhoods and to the growth and development of community development corporations charged with such a mission; examples of some of these resources include:

- Technical expertise to help organizations strengthen their planning, operations, infrastructure, and performance in the area of finance and accounting, personnel management, product development, external affairs, and marketing.
- Retail banking and financing services and products in the form of equity, debt, and grants and assistance in identifying similar resources that can augment their own direct investments.

The Contributor is committed and dedicated to serving the needs of its communities through the investment of financial resources and team member participating. Its mission is to meet the credit needs in communities served by the bank while maintaining sound nondiscriminatory standards and, through this mission, build mutually beneficial relationships with customers for the vitality of their communities.

The Contributor's products and services are designed to support first-time homebuyers, affordable rental housing, community and economic development, healthcare, and education while creating and supporting jobs and services in low-and moderate-income communities.

In general and through this NPP-supporting project the Contributor will work closely with the Non-Profit and the many community based organizations, business leaders, and local government officials on community development initiatives that assist low-and moderate-income communities and their families. This commitment to improve quality of life in communities served by the Contributor reflects a commitment and a conviction to "make a difference."

## II. Provisions and Commitments

In support of the Nonprofit and Contributor collaboration under the Commonwealth's Neighborhood Partnership Program, the following pledges and commitments are made:

### A. The Contributor shall:

#### Financial

- Pledge a minimum of \$50,000.00 in annual cash contributions over a five-year period to support the Non-Profit administration, operations, and management of its housing, economic, and human/social service programs and existing portfolio.
- Remit that pledge in the form of one lump-sum payment at the beginning of each calendar year, subject to the Non-Profit's satisfaction of related reporting requirements referenced herein and within the NPP guidelines.
- At its discretion, make additional cash contributions to benefit this project.

#### In-Kind

- Provide business development support as an in-kind contribution to the Non-Profit in the following areas that are designed to enhance its operations, management and overall growth and development as a business enterprise, including, but not necessarily limited to:
  - Professional development mentoring/consultation
  - Accounting, bookkeeping and financial management
  - Personnel management

### Participation & Engagement

- Appoint a senior level representative to serve on an advisory committee that represents the interests of residents, businesses, and organization and institutional stakeholders in the Non-Profit's project service area; it will be the role of this body to provide general oversight and advice to the Non-Profit senior management and board on the implementation of the Non-Profit's Neighborhood Strategic Plan going forward.
- Publicize the nature and extend of the Contributor's support to the Non-Profit and information about the Non-Profit's mission within the business and through appropriate marketing events and materials demonstrating the unique collaboration between "business and community."
- Meet quarterly with the Non-Profit senior management team comprised of NAMES OF SENIOR MANAGEMENT TEAM to review the performance of the specific projects, assess the general working relationships and potential new opportunities brought about through this NPP collaboration, and determine the need for any refinements or amendments to the terms of this Agreement based on the first two activities.

### **B. The Non-Profit shall:**

#### Financial

- Receive and fully account for the \$50,000.00 yearly cash contributions received from the Contributor over the five- or six-year period
- Issue financial and narrative reports to the Contributor on a quarterly basis confirming the proper appropriation of and benefits such resources with respect to the approved NPP application.
- Issue an on-line financial and narrative report to the Contributor on an annual basis confirming the proper appropriation of and benefits of such resources with respect to the approved NPP application.

#### In-Kind

- Facilitate the delivery and use of the business development support service referenced herein by the Non-Profit managers and staff to help enhance the Contributor's internal operations, management and overall growth and development as a business enterprise.
- Publicize and recognize the Contributor support to the Non-Profit in project-related materials, press releases, signage at project sites, and other appropriate media demonstrating the unique collaboration between "business and community".

### Participation & Engagement

- Meet quarterly with the Contributor's senior manager designated as to work directly on this NPP-sponsored project on the items described above.
- Provide the Contributor with a detailed timetable for the completion of key project components and activities and their anticipated/expected outcomes or impacts that fall under the NPP supported project.

### **C. The Contributor and Non-Profit shall:**

- Review their own and each other's performance under this agreement to assess the extent to which sufficient process is being made to justify the commitments of financial resources, in-kind resources, and overall effort to achieve the goals under NPP. Any refinements or changes to this agreement in spirit or in deed must be agreed to by both parties.
- In the event the joint or individual review of performance suggests termination of the agreement by mutual consent, a formal termination letter referencing the "lack of performance and recommended action" shall be drafted, fully executed, and delivered to the appropriate representatives of the Non-Profit, the Contributor, and DCED. The termination letter shall reference any services, products, resources owned by one party to the other and acknowledged by both, and a corresponding timetable for remittance of such debt.





# CHARITABLE FOOD PROGRAM (CFP) IN-KIND FOOD DONATIONS

### SECTION I: GENERAL INFORMATION

1. NAP PROJECT:	2. CONTRIBUTOR:
3. DATE(S) OF DONATION:	
4. DONATED VALUE:	5. TAX CREDIT VALUE:
Tax credits are equal to 55% of the donated value. We expect these donations will qualify under the Neighborhood Assistance Program. If these figures do not correspond with your records, please call:	
Project Contact Person:	Telephone Number:

### SECTION II: HOW YOUR DONATION IS VALUED

Category of Food <i>(quantity in lbs)</i>	Cost Per Lb.	Number of Lbs.	Total Allowable Cost
Meat	\$2.50		
Poultry	\$2.35		
Dairy	\$2.39		
Vegetables	\$1.05		
Fruit	\$0.86		
Grains	\$1.76		
Other	\$1.23		
<b>TOTAL:</b>			

### SECTION III: DECLARED PRODUCTION COST

Description	Quantity	Unit	Retail Cost	Unit Production Cost	Amount
<b>TOTAL:</b>					

AGENCY AUTHORIZED SIGNATURE:	DATE:
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**GENERAL INSTRUCTIONS**

- A. **WHO MUST FILE:** In order to obtain the tax credit authorized under the Neighborhood Assistance Program, business firms must submit this Application for approval.
- B. **WHEN TO FILE:** Application must be filed with the Department of Community and Economic Development within six months after the contribution period of the approved project. Contributors will still have five years in which to use the tax credit.
- C. **SIGNATURE AND MAILING:** The application must be signed by an authorized officer of the applicant. This form must be submitted electronically to [ra-dcednapmail@pa.gov](mailto:ra-dcednapmail@pa.gov).
- D. **SEPARATE APPLICATIONS:** A separate application must be submitted for each project and program year.
- E. **CLAIMING TAX CREDIT:** You will receive a copy of the approved tax credit application and a Form of Tax Credit Certificate; attach Form of Tax Credit Certificate when filing your tax return with the Pennsylvania Department of Revenue.

**SPECIFIC INSTRUCTIONS**

- Item 1: Indicate exact name of business firm.
- Item 2: Indicate address to which correspondence concerning this application is to be directed.
- Item 3: Person to be contacted if additional information is needed.
- Item 4: Telephone number of contact person; 4a. E-mail address of contact person.
- Item 5: Indicate contribution made to this project.
- Item 6: Indicate the type of tax. Applicable Taxes: **Corporations** - CNI or Capital Stock/Franchise; **Banks** - Shares; **Insurance Companies** - Gross Premiums; **Savings and Loans** - Mutual Thrift.
- Item 7: Indicate the tax credit requested for this contribution.
- Item 8: Indicate PA Revenue Tax Identification Number or Federal Employer Identification Number.
- Item 9: Indicate name of NAP approved project, ESA application number and the date of contribution.
- Item 10: Proof of contribution: provide and attach one of the following:
  - a. **Cash Contributions:**  
If a contribution was made to a specific program that was approved under this project, sponsored by an organization that conducts many varied programs, checks must be made payable to the organization and noted specifically for the NAP project. Photocopy of front and back of cancelled check made payable to the approved project must be attached to tax credit application.
  - b. **Equipment and/or Supplies Contributions:**  
Copy of invoice signed by NAP project official. Invoice must reflect the retail cost and net outlay of the contributor. Tax credits will be granted on the net cost only.
  - c. **Job Training:**  
Include name and wages paid to each trainee and any approved costs incurred.
  - d. **Real Estate Contribution:**  
Copy of Deed. Two (2) independent appraisals.
  - e. **Technical Assistance:**  
Signed statement itemizing time/rate spent on the project, signed by employee and employer.





# FORM OF TAX CREDIT CERTIFICATE

## GENERAL INFORMATION

1. NAME OF COMPANY:		2. NAP CREDIT APPLICATION ID:	
3. FEIN:		4. REVENUE ID:	
5. EFFECTIVE DAE OF CREDIT:		6. EXPIRATION DATE OF CREDIT:	

\_\_\_\_\_  
[Date of Certificate]

TO THE PENNSYLVANIA DEPARTMENT OF REVENUE:

Pursuant to Article XIX-A of the Tax Reform Code of 1971 (72 P.S. §§ 8701-H et seq.), as amended (the "Act"), the Commonwealth of Pennsylvania, acting by and through the Department of Community and Economic Development (the "Department") and the \_\_\_\_\_ [Company Name], the Department hereby certifies that it has awarded, Neighborhood Assistance Program Tax Credits (the "Tax Credits"), in the amount of \$ \_\_\_\_\_ [Dollar Amount] for fiscal year 2023-2024.

This Certificate has been issued by the Department of Community and Economic Development by its duly authorized officer, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Important:** This credit cannot be used to offset tax due for reporting periods that close prior to the Effective date on this certificate. This credit is not available for refund. This credit may be passed through, carried forward for 5 succeeding taxable years, sold or assigned.

A completed tax report must be filed for the period in which the credit was approved before the credit may be passed through, carried forward, sold or assigned. In addition, the sale or assignment of a restricted credit will not be approved if the seller has any unpaid state taxes, non-filed or incomplete state tax reports and returns as of the date the Department of Revenue is asked to review the seller's records as part of the process to approve the sale of a credit.

- To sell or assign this credit, please submit a Sale/Assignment application through the Department of Community and Economic Development. If you have questions or would like additional information regarding the sale or assignment process, please contact the Center for Community Services at [RA-DCEDNAPMAIL@pa.gov](mailto:RA-DCEDNAPMAIL@pa.gov).
- To pass through this credit to the shareholders, members or partners, please return this letter and the completed claim form to the Department of Revenue. Do not include the claim form with any tax report. If you have questions regarding the posting of this credit, please call 717-772-3896.

**COMPLETE THE REVERSE SIDE BEFORE RETURNING**

# NEIGHBORHOOD ASSISTANCE TAX CREDIT CLAIM FORM

1. REVENUE ID (CORPORATION TAX ACCOUNT ID/SSN):	2. FEDERAL EMPLOYER ID (FEIN):
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3. AMOUNT OF APPROVED CREDIT FROM FRONT OF FORM:

## APPLICATION OF APPROVED CREDIT

TAX TYPE	ENTITY TYPE	TAX PERIOD ENDING	ACCOUNT ID / SSN	AMOUNT
<b>TOTAL TAX CREDITS BEING APPLIED:</b>				

List **TAX TYPE** by using one of the following codes:

- CNIT . . . . .Corporate Net Income
- PIT . . . . .Individual Income Tax
- BKSH . . . . .Bank Shares Tax
- GPGN . . . . .Insurance Premiums Tax
- BKSHT . . . . .Title Insurance Tax
- MTFT . . . . .Mutual Thrift Institutions Tax

List **ENTITY TYPE** by using one of the following:

- Sole Proprietorship
- Partnership
- Estate/Trust
- PA S Corporation
- Corporation
- Limited Liability Company
- Bank/Trust Company
- Title Insurance Company
- Insurance Company
- Mutual Thrift

## CLAIM FORM INSTRUCTIONS

Tax period ending is the last day of the reporting period for the tax type specified. If applying credit against an estimated or tentative liability, provide the last day of the applicable tax year, not the due date of the prepayment.

- Account ID/SSN is the identifying number of the entity. A Social Security number is required for distribution of credit to shareholder personal income tax obligations for qualified PA subchapter S corporations.
- If claiming credit against personal income tax, provide a full list of all individuals including their name, Social Security number and the amount of credit to be applied under each SSN.
- The pro-rata share of credit for each partner, member or shareholder of a pass-through entity will be compared to the Department of Revenue's records regarding percentage of ownership as provided on the Partner/Member/Shareholder Directory of the pass-through entity's PA-20S/PA-65. A pass-through entity is any partnership or Pennsylvania subchapter S corporation as defined in section 301 of the Tax Reform Code (72 P.S. § 7301).
- The completed claim must be emailed to [ra-rvtaxcredits@pa.gov](mailto:ra-rvtaxcredits@pa.gov).



**GENERAL INSTRUCTIONS**

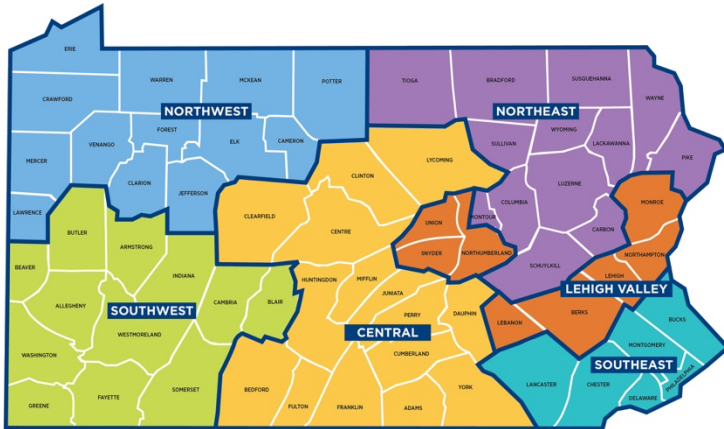
- A. **WHO MUST FILE:** In order to sell the tax credit authorized under the Neighborhood Assistance Program, sellers and buyers must submit this Application for approval.
- B. **WHEN TO FILE:** Application to sell tax credits must be filed with the Department of Community and Economic Development if no claim for the allowance of the credit is filed within one year from the date the credit is granted by the Department of Revenue. The buyer must use the credits in the tax year in which the purchase is made.
- C. **SIGNATURE AND MAILING:** The application must be signed by an authorized officer of the seller and buyer. This form must be submitted electronically to [ra-dcednapmail@pa.gov](mailto:ra-dcednapmail@pa.gov).
- D. **SEPARATE APPLICATIONS:** A separate application must be submitted for each request.
- E. **CLAIMING TAX CREDIT:** You will receive a copy of the approved tax credit sale application; attach same when filing your tax return with the Pennsylvania Department of Revenue.
- F. **REPORTING:** In compliance with Article XVII-A.1 of the Tax Reform Code of 1971, as amended under Act 25 of 2021, each business awarded NAP tax credit is required to file the [Tax Credit and Tax Benefit Accountability Report](#) within 45 days of filing an annual tax return, beginning the first year the tax credit or tax benefit is awarded and ending after the credit or benefit has been fully utilized. The report can be accessed by visiting [www.revenue.pa.gov/IncentivesCreditsPrograms](http://www.revenue.pa.gov/IncentivesCreditsPrograms) and clicking on the "Credit Accountability Report" tile.

**SPECIFIC INSTRUCTIONS**

- Item 1: Indicate exact name of seller. Use the name on record with the PA Department of Revenue unless that on-file information has been changed and is no longer valid.
- Item 2: Indicate address to which correspondence concerning this application is to be directed, as related to Item 1.
- Item 3: Person to be contacted if additional information is needed.
- Item 4: Telephone number of contact person.
- Item 5: E-mail address of contact person.
- Item 6: Indicate tax credit being sold.
- Item 7: Indicate the type of tax. Applicable Taxes: Bank and Trust Company Shares; Capital Stock/Franchise; Corporate Net Income Tax; Gross Premiums; Mutual Thrift; Personal Income Tax; Title Insurance Company Shares.
- Item 8: Indicate PA revenue Tax Identification Number or Federal Employer Identification Number.
- Item 9: Indicate name, title and firm who is authorizing the sale by signature.
- Item 10: Indicate name of buyer. use the name on record with the PA Department of Revenue unless that on-file information has been changed and is no longer valid. Indicate the buyer's Tax Identification Number or Federal Employer Identification Number.
- Item 11: Indicate address to which correspondence concerning this application is to be directed, as related to Item 1.
- Item 12: Person to be contacted if additional information is needed.
- Item 13: Telephone number of contact person.
- Item 14: E-mail address of contact person.
- Item 15: Indicate the name, title and firm (if applicable) who is authorizing the purchase by signature.

# Regional Offices

Pennsylvania Department of Community and Economic Development  
dced.pa.gov



## Central

*Adams, Bedford, Centre, Clearfield, Clinton, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lycoming, Mifflin, Perry, and York counties*

Department of Community and Economic Development  
**Madra Clay**, Director  
400 North Street, 4<sup>th</sup> Floor  
Commonwealth Keystone Building  
Harrisburg, PA 17120-0225  
(717) 720-7397  
maclay@pa.gov

## Southeast

*Bucks, Chester, Delaware, Lancaster, Montgomery and Philadelphia counties*

Department of Community and Economic Development  
**Michael Shorr**, Director  
110 North 8<sup>th</sup> Street, Suite 505  
Philadelphia, PA 19107-2471  
(215) 560-3793  
Fax: (215) 560-5832  
mshorr@pa.gov

## Northeast

*Bradford, Carbon, Columbia, Lackawanna, Luzerne, Montour, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne and Wyoming counties*

Department of Community and Economic Development  
**Paul Macknosky**, Director  
2 North Main Street  
Pittston, PA 18640  
(570) 963-4122  
Fax: (570) 654-6315  
pmacknosky@pa.gov

## Lehigh Valley

*Berks, Lehigh, Monroe, Lebanon, Northampton, Northumberland, Snyder, and Union counties*

Department of Community and Economic Development  
**Fadia Halma**, Director  
449 Wild Mint Lane  
Allentown, PA 18104  
(717) 877-8481  
fhalma@pa.gov

## Southwest

*Allegheny, Armstrong, Beaver, Blair, Butler, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland counties*

Department of Community and Economic Development  
**Johnna Pro**, Director  
301 Fifth Avenue, Suite 250  
Pittsburgh, PA 15222  
(412) 565-5098  
Fax: (412) 565-2635  
jopro@pa.gov

## Northwest

*Cameron, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, and Warren counties*

Department of Community and Economic Development  
**Christi Martone**, Director  
100 State Street, Suite 205  
Erie, PA 16507  
(814) 871-4241  
cmartone@pa.gov