### Checklist for 2022 NAP Tax Credit Application

**Charitable Food Program**

Download and review 2022 Neighborhood Assistance Program (NAP) Tax Credit guidelines at [www.dced.pa.gov/nap](http://www.dced.pa.gov/nap) for:

- Eligible Applicant
- Eligible Contributors
- Eligible Project

Contact DCED staff with questions at: ra-dcednapmail@pa.gov

The following items **MUST** be provided electronically to submit an NAP: Charitable Food Program (CFP) application. Incomplete applications will not be considered for funding.

- Compile Required Supplemental Exhibits: Details can be found on page 19 of the program guidelines:
  - 1. **Detailed Project Description:** Provide a narrative addressing the following:
    - Place: Identification of the area benefitting from the project including information about food security.
    - Problem: Description of the specific problem being addressed.
    - Project:
      - Description of the proposed project scope and activities
      - Explain how the project will affect food security
      - Identify and explain any non-food costs included in the project
    - Proposed Outcome: Description of the measurements to be used.
  - 2. **Budget Justification:** Identification and explanation of all costs included in the ESA budget.
  - 3. **Proof of IRS 501(c)(3) Nonprofit Status:** Designation letter no more than ten years old or first page of the previous year’s IRS-990 form.
  - 4. **Signed Commitment Letters:** Contribution commitment letters for the total amount of contributions on letterhead, dated, signed, and identifying the name and email address of the business contact.
    - If a contributor will be donating food, the commitment letter must include the monetary value of the food donation.
    - Solicitation Plan: If all contributions are not yet committed, then a Solicitation Plan must also be submitted.
    - All contributors should complete the [online Electronic Clearance Form for Tax Credits](https://www.esa.dced.state.pa.us) prior to application.
    - Any outstanding commitment letters must be submitted by August 1, 2022 to be included in the application.

- Submit Single Application for Assistance
  - 1. Applications accepted between April 4, 2022 and May 31, 2022.
  - 2. Applications can be accessed at [www.esa.dced.state.pa.us](http://www.esa.dced.state.pa.us).
  - 3. Include applicant contact information and brief answers for project specific questions.
  - 4. Ensure all items on budget justification are included in the budget.
    - Include the commitment match under NAP column and any additional funds under a separate column.
  - 5. Upload all required supplemental exhibits.

Complete applications must be submitted by May 31, 2022 at 5:00 pm. Only items digitally uploaded to the application will be reviewed.