Download and review 2022 Neighborhood Assistance Program (NAP) Tax Credit guidelines at 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 a Neighborhood Assistance Program (NAP) 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
     - Problem – description of the specific problem being addressed
     - Project – description of the proposed project scope and activities
     - 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.
     - 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 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.
  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.