CHECKLIST FOR 2022 NAP TAX CREDIT APPLICATION
SPECIAL PROGRAM PRIORITIES

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 an NAP: Special Program Priorities (SPP) 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 benefiting from the project
   • Problem – description of the specific problem being addressed
   • Project – description of the proposed project scope and activities, clearly identifying the specific SPP project activities, and which specific priority the project is focusing on
   • 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.

☐ 5. Additional SPP Support Documentation: Any supplemental documentation supporting the classification of the project as a Special Priority Project such as data, maps, charts, agreements, partnership arrangements, and/or resources.

☐ 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.