

# Neighborhood Assistance Program Reporting Instructions

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# Required NAP Reports

The following reports are required:

- 1. 60% Benchmark (First Half) Donor Report
- 2. 100% Benchmark (Second Half) Donor Report
- 3. Closeout Report

Report Name	Due	Report Type
60% Benchmark Report	mid-January	IHCDAOnline
100% Benchmark Report	mid-April	IHCDAOnline
Closeout Report	September after award closes	SurveyMonkey

If your organization's NAP program contact or other staff involved in reporting needs help accessing your account in IHCDAOnline, including registering for the first time, please refer to the Partner's Guide to IHCDAOnline, which can be found here: <https://online.ihcda.in.gov/AuthorityOnline/Links.htm>.

If your organization has any issues following the instructions in the Partner's Guide, please email [claims@ihcda.in.gov](mailto:claims@ihcda.in.gov).

The SurveyMonkey link for the Closeout Report will be sent to all NAP organizations and posted to the NAP website when it is available.

## 60% Benchmark Report: due mid-January

The 60% Benchmark (First Half) Donor Report is the first report of the NAP cycle and is due in mid-January, approximately six (6) months after the award date. **It includes all donations received between July 1 and December 31.** This report is electronic and is submitted via IHCDAOnline. **This report must reflect the sale of a minimum of 60% of your organization's total tax credit allocation.** If your agency fails to distribute at least 60% of allocated credits or submit this report on time, you may lose eligibility for the full credit amount in the next NAP program round and any unused credits may be de-allocated. If at any time you have issues with IHCDAOnline, email IHCDA's Financial Operations team at [claims@ihcda.in.gov](mailto:claims@ihcda.in.gov).

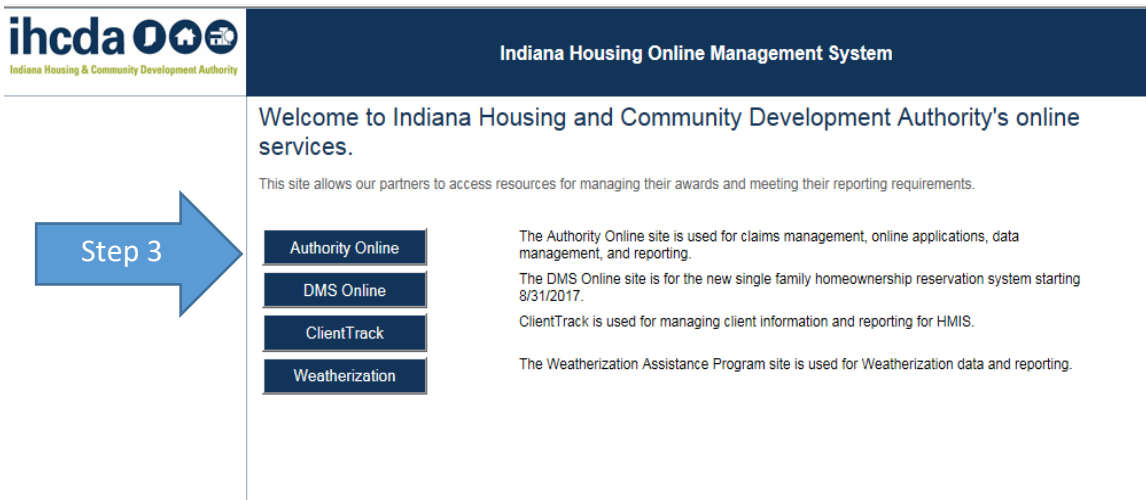
**Step 1:** Gather all donations received **between July 1 and December 31.** Your agency should be collecting donor information as contributions are received so a list can be ready for the Benchmark report. Before submitting this report, it is important to review all information to ensure it is correct.

To complete this report, your organization will need the **donors' names, social security numbers, dollar amounts donated, and donation dates.**

**Please note that there are no forms your organization is required to submit to IHCD. The only donor information IHCD requires is what your agency submits on the 60% and 100% Benchmark Reports. However, you are required to keep copies of the Donor Contribution Forms for all donations.**

**Step 2:** Access the **IHCDAOnline** website: <https://online.ihcda.in.gov/>.

**Step 3:** Click on **“Authority Online.”**



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## Indiana Housing Online Management System


Welcome to Indiana Housing and Community Development Authority's online services.

This site allows our partners to access resources for managing their awards and meeting their reporting requirements.

**Step 3** →

- Authority Online**: The Authority Online site is used for claims management, online applications, data management, and reporting.
- DMS Online**: The DMS Online site is for the new single family homeownership reservation system starting 8/31/2017.
- ClientTrack**: ClientTrack is used for managing client information and reporting for HMIS.
- Weatherization**: The Weatherization Assistance Program site is used for Weatherization data and reporting.

**Step 4:** Enter login information – **“Username”** and **“Password.”**



**ihcda** Indiana Housing & Community Development Authority

## Indiana Housing Online Management System

Welcome to the Authority DMS Online Management System

This site will allow organizations working with the Indiana Housing and Community Development Authority to manage information about their awards. Some of the features of this site are claims management, Owner Certifications, IDA Awards, NAP Reporting, and the Single Family software download. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes. If you are having problems logging in or creating a profile please email [claims@ihcda.in.gov](mailto:claims@ihcda.in.gov).

**Step 4** →

Username:  [New User? Register Here.](#)

Password:

[Forgot Your Password?](#)

*Only continue if you are using a supported browser. The current supported browsers are:*

- Internet Explorer 10.0
- Internet Explorer 9.0
- Firefox 17
- Firefox 18

[Online Resources and Training Videos](#)

Click [Here](#) to visit the IHCD website.

**Step 5:** Select "NAP." This page may look different depending on the types of awards and contracts your organization has with IHCDA.

The screenshot shows the IHCDA Indiana Housing Online Management System interface. The top navigation bar includes the IHCDA logo, the user name 'Welcome Veda Morris-May', and links for 'Logout', 'Help', and the time '19:14'. The main content area is titled 'Programs' and lists two items: 'NAP' and 'My Profile'. The 'NAP' item is described as the 'Neighborhood Assistance Program' and includes a brief description. The 'My Profile' item is described as a way to manage user information. A blue arrow labeled 'Step 5' points to the 'NAP' link in the left sidebar.

**Step 6:** Choose the correct NAP Contract from the list.

The screenshot shows the 'NAP Application Listing' page in the IHCDA system. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'NAP Application Listing' and contains a table with the following data:

Application No.	Reports	Organization	Status	Award Number	Award Amount
2009-NP-00135	0/2 Reports	IHCDA	Closed	NP-00-999	\$5,000.00
2011-NP-358	N/A	IHCDA	Cancelled	N/A	\$0.00
NAPTEST1	0/2 Reports	IHCDA	Closed	NAPTEST1	\$60.00
2011-NP-526	1/2 Reports	IHCDA	Closed	NP-010-999	\$5,000.00
2014-NP-002X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-021X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-025	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-257	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-259	1/2 Reports	IHCDA	Closed	2014-NP-259	\$0.01

A blue arrow labeled 'Step 6' points to the table.

This will bring you to your agency's NAP application cover page.

**Step 7: Select "NAP Semi-Annual Reporting."**

The screenshot shows the Indiana Housing Online Management System interface. At the top, there is a header with the IHEDA logo, the text 'Welcome Test Person', 'Kinwell Academy, Inc.', and 'Indiana Housing Online Management System'. On the right side of the header, there are links for 'Logout', 'Help', and the time '19:56'. The left sidebar contains a menu with the following items: 'NAP Application List', 'NAP Semi-Annual Reporting' (highlighted with a yellow background and a blue arrow pointing to it), 'NAP Application' (with sub-items: 'Application No.: 2019-NP-152', 'Application Status: Open', 'Cover Page', 'Application Information', 'Economic Disadvantage', 'Financing', 'Organizational Capacity', 'Activities', 'Upload Documents'), 'Application Receipt', 'Print Required NAP Signature Certifications', and 'Print Required NAP Terms Document and Sign'. The main content area is titled 'Neighborhood Assistance Program (NAP) Application Cover Page' and contains the text: 'Please select the funding round for the Neighborhood Assistance Program (NAP) Application that you would like to submit.' Below this text is a 'Funding Round Selection' box with a red error message: 'No rounds are available at this time. NAP applications may not be submitted until a round is available.'

**Step 8: Fill out the report.**

- a) The period for the 60% Benchmark report is **"First Half."** Donations reported on this report must have been made **between July 1 and December 31. Do not enter donations for the 60% Benchmark Report from outside this time frame.**
- b) Enter the contribution information for each donor from the Donor Contribution Form and **double check that the information entered is correct.** Incorrect information could put your donor's tax credit and your organization's NAP eligibility at risk.
  - i. Name
  - ii. Full Social Security Number
  - iii. Address
  - iv. Donation Amount Eligible for NAP Credits: **the lesser of** the full amount donated **OR** \$25,000 **OR** half of the credits your agency has remaining
  - v. Donation Date
- c) Hit **"Submit Report"** once all of the donor information has been entered.
- d) The report will show **"Submitted"** at the top right-hand corner once the process has been completed. **PLEASE CHECK FOR THAT BEFORE EMAILING IHEDA STAFF TO ASK IF YOUR REPORT WAS CORRECTLY SUBMITTED.**
- e) Once you hit **"Submit Report,"** the report will show the results for the period which includes the De-allocation benchmark, percentage of credits distributed, and total credits to be de-allocated if the benchmark is not met.

Return To Programs Listing  
 NAP Application List  
 Add NAP Application  
 My Profile  
 Manage Users

## Neighborhood Assistance Program Semi-Annual Reporting

The report has been submitted to IHCD for review.

For Award: NAPTEST1 Report Status: Submitted Report Submitted On: 3/11/2020

Award Start Date: 7/1/2017 Award End Date: 6/30/2018

For Period: First Half

[View Application](#)

Submit Report

### Award Information

Name of Organization:  
IHCD

Award Number:  
NAPTEST1

Original Award Amount:  
\$15,000.00

Total To Be De-Allocated:  
\$0.00

Total Re-Allocation:  
\$0.00

Revised Award Amount:  
\$15,000.00

Credits Sold this Period:  
\$12,000.00

Total Credits Sold:  
\$12,000.00

Remaining Credits to be sold:  
\$3,000.00

### Results for Period

De-Allocation Benchmark: 60.00%

Percentage of Credits Sold: 80.00%

Total Credits to be De-Allocated: \$0.00

### Contributors

Delete Selected Contributors

Name	Tax ID #	Date	Donation Amount
Address	City	State	Zip Code
<input type="checkbox"/> James Jones	111-22-3333	10/21/2017	\$16,000.00
1 Main St	Indianapolis	IN	46204
<input type="checkbox"/> John Doe	111-11-2222	11/2/2017	\$7,100.00
2 Main St	Indianapolis	IN	46204
<input type="checkbox"/> Jane Smith	000-00-0000	12/29/2017	\$900.00
3 Main St	Indianapolis	IN	46204

## Step 9: Enter Donation Information. (Example: 60% Benchmark Met)

The total that you see in IHCDOnline for your organization will be the amount of tax credits that your organization has distributed. For example (see figure below):

- a) Your agency was allocated \$15,000 in tax credits.
- b) You enter the following Donor Contributions totaling \$6,500:
  - i. James Jones: 1 Main St, Indianapolis IN 46204, SSN XXX-XX-3333, \$16,000.00 Donation
  - ii. John Doe: 2 Main St, Indianapolis, IN 46204, SSN XXX-XX-2222, \$7,100.00 Donation
  - iii. Jane Smith: 3 Main St, Indianapolis, IN 46204, SSN XXX-XX-0000, \$900.00 Donation
- c) After entering all of the Donor contributions above in IHCDOnline, it will show that \$12,000.00 in tax credits have been distributed.
  - i. Donations/2 = Tax Credits distributed.  $\$24,000.00/2 = \$12,000.00$
- d) You have distributed \$12,000.00 of your \$15,000.00 awarded NAP credits. This would result in using 80% of your tax credits being distributed, which means your organization has met the 60% Benchmark requirement.

Return To Programs Listing  
 NAP Application List  
 Add NAP Application  
 My Profile  
 Manage Users

### Neighborhood Assistance Program Semi-Annual Reporting

**The report has been submitted to IHCD for review.**

For Award: NAPTEST1 Report Status: Submitted Report Submitted On: 3/11/2020  
 Award Start Date: 7/1/2017 Award End Date: 6/30/2018  
 For Period: First Half

[View Application](#)

#### Award Information

Name of Organization: IHCD	
Award Number: NAPTEST1	
Original Award Amount: \$15,000.00	
Total To Be DeAllocated: \$0.00	
Total Re-Allocation: \$0.00	
Revised Award Amount: \$15,000.00	
Credits Sold this Period: \$7,725.00	
Total Credits Sold: \$7,725.00	
Remaining Credits to be sold: \$7,275.00	

Results for Period	
De-Allocation Benchmark:	60.00 %
Percentage of Credits Sold:	51.50 %
Total Credits to be De-Allocated:	\$1,275.00

#### Contributors

Name	Tax ID #	Date	Donation Amount
Address	City	State	Zip Code
<input type="checkbox"/> James Jones	111-22-3333	10/21/2017	\$450.00
<input type="checkbox"/> 1 Main St	Indianapolis	IN	46204
<input type="checkbox"/> John Doe	111-11-2222	11/2/2017	\$3,000.00
<input type="checkbox"/> 2 Main St	Indianapolis	IN	46204
<input type="checkbox"/> Jane Smith	000-00-0000	12/29/2017	\$12,000.00
<input type="checkbox"/> 3 Main St	Indianapolis	IN	46204

**Step 10: Enter Donation Information. (Example: 60% Benchmark **NOT** met)**

Here is an example (see figure below) of a report that was submitted that did not meet the 60% Benchmark criteria and may be deallocated credits:

- a) Your agency was allocated \$15,000 in tax credits.
- b) You enter the following Donor Contributions totaling \$6,500:
  - i. James Jones: 1 Main St, Indianapolis IN 46204, SSN XXX-XX-3333, \$450.00 Donation
  - ii. John Doe: 2 Main St, Indianapolis, IN 46204, SSN XXX-XX-2222, \$3,000.00 Donation
  - iii. Jane Smith: 3 Main St, Indianapolis, IN 46204, SSN XXX-XX-0000, \$12,000.00 Donation
- c) After entering all of the Donor contributions above in IHCDOnline it will show that \$7,725.00 in tax credits have been distributed.
  - i. Donations/2 = Tax Credits distributed.  $\$15,450.00/2 = \$7,725.00$
- d) You have distributed \$825 out of \$5,000 in NAP credits. This would result in using 16.5% of your tax credits being distributed, which means your organization has **NOT** met the 60% Benchmark requirement.

In this case, because your agency did not sell 60% of awarded NAP credits by December 31, any remaining credits may be deallocated (decision announced around February 1).

Return To Programs Listing  
 NAP Application List  
 Add NAP Application  
 My Profile  
 Manage Users

### Neighborhood Assistance Program Semi-Annual Reporting

**The report has been submitted to IHCD for review.**

For Award: NAPTEST1 Report Status: Submitted Report Submitted On: 3/11/2020  
 Award Start Date: 7/1/2017 Award End Date: 6/30/2018  
 For Period: First Half

[View Application](#)

#### Award Information

Name of Organization: IHCD	<b>Results for Period</b>	
Award Number: NAPTEST1	De-Allocation Benchmark	60.00 %
Original Award Amount: \$15,000.00	Percentage of Credits Sold:	51.50 %
Total To Be De-Allocated: \$0.00	Total Credits to be De-Allocated:	\$1,275.00
Total Re-Allocation: \$0.00		
Revised Award Amount: \$15,000.00		
Credits Sold this Period: \$7,725.00		
Total Credits Sold: \$7,725.00		
Remaining Credits to be sold: \$7,275.00		

#### Contributors

Name	Tax ID #	Date	Donation Amount
Address	City	State	Zip Code
<input type="checkbox"/> James Jones 1 Main St	111-22-3333 Indianapolis	10/21/2017 IN	\$450.00 46204
<input type="checkbox"/> John Doe 2 Main St	111-11-2222 Indianapolis	11/2/2017 IN	\$3,000.00 46204
<input type="checkbox"/> Jane Smith 3 Main St	000-00-0000 Indianapolis	12/28/2017 IN	\$12,000.00 46204

## 100% Benchmark Report: due mid-April

The 100% Benchmark (Second Half) Donor Report includes all donations received between **January 1 and March 31**. This report is electronic and is submitted via IHCDOnline. **This report must reflect a sale of 100% of your organization's total tax credit allocation.** If your agency fails to distribute all allocated NAP credits or submit this report on time, you may lose eligibility for the full credit amount in the next NAP program round. If at any time you have issues with IHCDOnline, email IHCD's Financial Operations team at [claims@ihcda.in.gov](mailto:claims@ihcda.in.gov).

**Step 1:** Gather all donations received between **January 1 and March 31**. Your agency should be collecting donor information as contributions are received so a list can be ready for the Benchmark Report. Before submitting this report, it is important to review all information to ensure it is correct.

To complete this report, your organization will need the **donors' names, social security numbers, dollar amounts donated, and donation dates.**

**Please note that there are no forms your organization is required to submit to IHCD.** The only donor information IHCD requires is what your agency submits on the 60% and 100% Benchmark Reports. However, you are required to keep copies of the Donor Contribution Forms for all donations.

**Step 2:** Access the IHCDOnline website: <https://online.ihcda.in.gov/>.



### Step 3: Click on "Authority Online."

**ihcda** Indiana Housing & Community Development Authority

## Indiana Housing Online Management System

Welcome to Indiana Housing and Community Development Authority's online services.

This site allows our partners to access resources for managing their awards and meeting their reporting requirements.

**Step 3** → Authority Online

DMS Online

ClientTrack

Weatherization

The Authority Online site is used for claims management, online applications, data management, and reporting.

The DMS Online site is for the new single family homeownership reservation system starting 8/31/2017.

ClientTrack is used for managing client information and reporting for HMIS.

The Weatherization Assistance Program site is used for Weatherization data and reporting.

### Step 4: Enter login information – "Username" and "Password."

**ihcda** Indiana Housing & Community Development Authority

## Indiana Housing Online Management System

Welcome to the Authority DMS Online Management System

This site will allow organizations working with the Indiana Housing and Community Development Authority to manage information about their awards. Some of the features of this site are claims management, Owner Certifications, IDA Awards, NAP Reporting, and the Single Family software download. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes. If you are having problems logging in or creating a profile please email [claims@ihcda.in.gov](mailto:claims@ihcda.in.gov).

Username:  [New User? Register Here.](#)

Password:

[Forgot Your Password?](#)

*Only continue if you are using a supported browser. The current supported browsers are:*

- Internet Explorer 10.0
- Internet Explorer 9.0
- Firefox 17
- Firefox 18

[Online Resources and Training Videos](#)

Click [Here](#) to visit the IHCDA website.

**Step 4** →

### Step 5: Select "NAP." This page may look different depending on the types of awards and contracts your organization has with IHCDA.

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Welcome Veda Morris-May

## Indiana Housing Online Management System

[Logout](#)

[Help](#)

19:14

My Profile

### Programs

**Step 5** → [NAP](#) Neighborhood Assistance Program. This will allow awardees to enter their semi-annual reporting as well as apply for the NAP program during open rounds.

[My Profile](#) Manage your profile including your password, contact information, your organization information, and other information about your organization.

Many features of the Authority Online system are based your organization. In some cases, you may need to share your 'Organization Code' with another organization or with someone in your organization who is registering as a new user. This organization code can be found from your profile screen on the 'My Organization' page.

**Step 6:** Choose the correct NAP Contract from the list.

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Welcome Veda Morris-May

Indiana Housing Online Management System

Logout Help 19:48

Return To Programs Listing

NAP Application List  
Add NAP Application

My Profile  
Manage Users

### NAP Application Listing

Application No.	Reports	Organization	Status	Award Number	Award Amount
2009-NP-00135	0/2 Reports	IHCDA	Closed	NP-00-999	\$5,000.00
2011-NP-358	N/A	IHCDA	Cancelled	N/A	\$0.00
NAPTEST1	0/2 Reports	IHCDA	Closed	NAPTEST1	\$60.00
2011-NP-528	1/2 Reports	IHCDA	Closed	NP-010-999	\$5,000.00
2014-NP-002X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-020	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-021X	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-025	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-257	N/A	IHCDA	Cancelled	N/A	\$0.00
2014-NP-259	1/2 Reports	IHCDA	Closed	2014-NP-259	\$0.01

This will bring you to your agency's NAP application cover page.

**Step 7:** Select "NAP Semi-Annual Reporting."

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Welcome Test Person

Kirwell Academy, Inc.

Indiana Housing Online Management System

Logout Help 19:56

NAP Application List

**NAP Semi-Annual Reporting**

NAP Application  
Application No.: 2019-NP-152  
Application Status: Open

Cover Page  
Application Information  
Economic Disadvantage  
Financing  
Organizational Capacity  
Activities  
Upload Documents

Application Receipt  
Print Required NAP Signature  
Certifications

Print Required NAP Terms  
Document and Sign

## Neighborhood Assistance Program (NAP) Application Cover Page

Please select the funding round for the Neighborhood Assistance Program (NAP) Application that you would like to submit.

**Funding Round Selection**

**No rounds are available at this time. NAP applications may not be submitted until a round is available.**

**Step 8:** Fill out the report.

- The period for the 100% Benchmark report is **"Second Half."** To access the second half report, you will need to change the "For Period" drop down to "Second Half." Donations reported on this report must have been made **on or after January 1.** **Do not enter donations for the 100% Benchmark Report from outside this time frame.**

- b) Enter the contribution information for each donor and **double check that the information entered is correct.** Incorrect information could put your donor's tax credit and your organizations NAP eligibility at risk.
- i) Name
  - ii) Full Social Security Number
  - iii) Address
  - iv) Donation Amount Eligible for NAP Credits: **the lesser of** the full amount donated **OR \$25,000 OR** half of the credits your agency has remaining
  - v) Donation Date
- c) Hit the **"Submit Report"** once all of the donor information has been entered.
- d) The report will show **"Submitted"** at the top right-hand corner once the process has been completed. **PLEASE CHECK FOR THAT BEFORE EMAILING IHCDIA STAFF TO ASK IF YOUR REPORT WAS CORRECTLY SUBMITTED.**
- e) Once you hit **"Submit Report,"** the report will show the results for the period, which includes the percentage of credits distributed.

For examples of how to complete this report, please refer to the "60% Benchmark Report" section above. The process for the 100% Benchmark Report is the same as for the 60% Benchmark Report with the exception of the "Period," which will now show as "Second Half," and the "De-allocation Benchmark," which will now show as "100%."

Additionally, the 100% Benchmark Report report is **NOT** required if your organization **sold 100% of credits by December 31, accurately reported all donations on the 60% Benchmark Report, and did not receive any additional re-allocated credits.**

**If your agency fails to sell 100% of credits by March 31, these credits will NOT be deallocated. You should continue to sell credits until you reach 100% or through June 30, whichever occurs first, and ensure any additional donors are reported to IHCDIA.**

The screenshot shows the 'Neighborhood Assistance Program Semi-Annual Reporting' page. The report status is 'Submitted' and the report was submitted on 3/11/2020. The award start date is 7/1/2017 and the award end date is 6/30/2018. The report is for the 'Second Half' period.

**8c** points to the 'Submit Report' button.

**8d** points to the 'Submitted' status.

**8a** points to the 'Award Information' section.

**8e** points to the 'Results for Period' table.

**8b** points to the 'Contributors' table.

**Award Information:**

Name of Organization: IHCDIA  
Award Number: NAPTEST1  
Original Award Amount: \$15,000.00  
Total To Be DeAllocated: \$0.00  
Total Re-Allocation: \$0.00  
Revised Award Amount: \$15,000.00  
Credits Sold this Period: \$14,985.00  
Total Credits Sold: \$15,000.00  
Remaining Credits to be sold: \$0.00

**Results for Period:**

De-Allocation Benchmark:	100.00 %
Percentage of Credits Sold:	100.00 %
Total Credits to be De-Allocated:	\$0.00

**Contributors:**

Name	Address	Tax ID #	City	Date	State	Donation Amount	Zip Code
<input type="checkbox"/>	second test	111-22-3333	Indianapolis	5/28/2018	IN	\$90.00	46204
<input type="checkbox"/>	third test	111-11-2222	galveston	3/1/2018	IN	\$500.00	46932
<input type="checkbox"/>	Jane Doe	000-00-0000	Anderson	3/1/2018	IN	\$7,500.00	46016
<input type="checkbox"/>	Patsy Poo	111-11-1111		1/21/2018		\$7,205.00	

## **Closeout Report: due September after award closes**

the purpose of Expenditure Closeout Report is **NOT to report donor information but rather to report information to IHCDa on how your organization has spent the funds you have raised using the awarded credits you sold.** As such, this report is **due in September after the NAP award cycle closes** in order to allow time for your organization to utilize these funds.

**Rather than being completed in IHCDaOnline, the Closeout Report is completed in SurveyMonkey** (previously completed through Jotform prior to the 2023-24 NAP Program Year). The link for this report will be **emailed to your agency's Executive Director and NAP program contact person** and will also be **posted to the NAP webpage on IHCDa's partner website**, which is located here:

<https://www.in.gov/ihcda/program-partners/neighborhood-assistance-program-nap/>.

**If your organization does not receive the link and cannot find it on IHCDa's website by at least two weeks before the report deadline, contact IHCDa staff at [nap@ihcda.in.gov](mailto:nap@ihcda.in.gov). Not receiving the link directly is not an acceptable reason for a late report.**

**The Closeout Report is REQUIRED, even if your organization was not required to complete the 100% Benchmark Report.** The only exception to this is if your organization did not sell ANY of your awarded NAP credits.

If your organization does not submit the Closeout Report on time by the September due date, you will lose eligibility for the for the following NAP program cycle for which credits have not already been awarded. If your organization does not submit the Closeout Report at all, you will lose eligibility for the next three (3) NAP program cycles for which credits have not already been awarded.

For example:

- If your organization was awarded NAP credits for the 2023-24 Program Year (July 1, 2023 - June 30, 2024), your Closeout Report would be due in late September of 2024.
- If your Closeout Report was submitted late (after the due date at 5 PM ET), your organization would lose eligibility for the 2025-26 NAP Program Year beginning, July 1, 2025 (since the 2024-25 Program Year would already have begun). The next program cycle your organization would be eligible to participate in would be the 2026-27 Program Year (July 1, 2026 - June 30, 2027).
- If your organization did not submit a Closeout Report at all, you would lose eligibility for the 2025-26, 2026-27, and 2027-28 NAP Program Years. Your next eligible program cycle would be the 2028-29 Program Year (July 1, 2028 - June 30, 2029).

**For a timeline and specific due dates for the current NAP Program Year, please visit the NAP webpage on the IHCDa website.**