

Community Investment Tax Credit (CITC) Program

Semi – Annual Report

For the period ending _____, 20__

Reports must be postmarked by July 10, and January 10 (i.e., the tenth day after the period ending the last day of June and December). Submit a separate report for each project with remaining tax credits.

PART I -- GENERAL INFORMATION

Nonprofit organization:

Contact Person: _____ Telephone: _____

Name of Project: _____

Project I.D. number (as it appears on your Agreement with DHCD): 24. .000

Nonprofit's total tax credit allocation for this project: \$

PART II -- USE OF TAX CREDITS (Cumulative from the beginning of the project through the period covered by this report)

Complete table on reverse side. (Complete this part, even if there is no activity.)

PART III -- PROJECT PROGRESS THIS PERIOD

Attach a separate sheet of paper to answer the following questions.

1. Briefly describe the work accomplished on the project this period, including your progress toward project goals and objectives as described in your project application.
2. Has the project plan, timeline, or budget changed in any way? If yes, describe or attach changes.
3. Briefly describe your tax credit marketing strategy for this past period. Tell what worked and what did not. Also list below at least three businesses you targeted your marketing efforts toward during this period. What were the results? If they did not contribute, **tell why.**

| Business | Name & Title of Person you spoke to | Amount Requested (if applicable) | Amount Received | If request was denied, please explain |
|----------|-------------------------------------|----------------------------------|-----------------|---------------------------------------|
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4. Other comments, issues, or concerns related to project implementation and fundraising? (Be sure to note any changes in staff/volunteers who businesses should contact regarding tax credit contributions.)

AUTHORIZATION:

Name: _____ Title: _____

Signature: _____ Date: _____

Name of Organization: _____ Date: _____

Community Investment Tax Credit (CITC) Program
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USE OF COMMUNITY INVESTMENT TAX CREDITS
(Cumulative since Program opening)

| Contributor's Name | Date of receipt | Amount received | Amount eligible for credits * | Balance of credits | Certificate Submitted to DHCD? (Yes or No-If yes give date submitted) |
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| TOTAL | | | | | |

* 50 percent of amount received.