



Department of Economic Development

NEIGHBORHOOD ASSISTANCE PROGRAM
PROJECT EXTENSION REQUEST

Project extensions are one year extensions to a current project period. The maximum project period allowed is three years. To request an extension, complete this form and submit to NAP staff via email, mail, or fax. Extension requests should be submitted 30-60 days prior to the end of the project period. Attach additional pages if necessary.

ORGANIZATION NAME

NAP PROJECT NUMBER

CURRENT PROJECT PERIOD (MM/DD/YY)

BEGINNING

ENDING

1. State your organization's current status with regard to achievement of the goals and outcomes found in Appendix A of the Project Agreement. Discuss a) any mitigating factors or extenuating circumstances that prevented the organization from achieving outcomes, and b) any changes that will make it possible to meet targets during the requested extension.

2. What amount of tax credits has your organization utilized to date? If your organization has not used all awarded tax credits, what will be done differently to utilize the remaining credits during an extension period? Provide a fundraising plan for utilization, including a description of fundraising activities and events to be carried out if the extension is approved, milestones, and a timeline.

3. Restate your organization's outcome numbers to reflect the total number of individuals expected to receive services and achieve outcomes during the entire project period, if the one year extension is approved. (Project period start date to end date plus extension year.) Indicate any proposed changes in the implementation of the project.

4. Identify your organization's milestones for each quarter of the requested extension period. Project milestones are the critical steps your organization will take to enable you to achieve the outcomes identified in question 3.

Project Director Signature

Date

Project Director Name (Printed or Typed)

Title

**NAP USE ONLY**

Approved By

Date