



Municipality: _____

Form NAA-01 2003 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

PART I — GENERAL INFORMATION

Name of Tax Exempt Organization/Municipal Agency: _____

Address: _____

Federal Employer Identification Number: _____

Program Title: _____

Name of Contact Person: _____

Telephone Number: () _____

Total NAA Funding Requested (\$250 Minimum, \$150,000 Maximum): \$ _____

Credit Percentage for Which Your Organization is Applying (Check One):

60%

40%

If 60% Program, Check the Appropriate Description:

- _____ Job training/education for unemployed persons aged 50 or over;
- _____ Job training/education for disabled persons;
- _____ Program serving low-income persons;
- _____ Energy conservation;
- _____ Child care services.

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes

No

If yes, attach a copy of the **first page** of your most recent return.

If no, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

PART II — PROGRAM INFORMATION

Description of Program: _____

Need for Program: _____

Goals of Program: _____

Neighborhood Area to be Served: _____

Total Number of Recipients _____

Eligibility criteria for 60% Programs:

- Check here if at least 75% of recipients (indicated above) are low income persons who do not have an income exceeding 150% of the poverty level.

If job training and education programs, check all boxes that apply:

- Program is directed at unemployed persons aged 50 or over;
- Program is directed at disabled persons;
- Program is directed at persons currently receiving Temporary Family Assistance.

If energy conservation program, check all boxes that apply:

- Property occupied by persons at least 75% of whom are at an income level not exceeding 150% of the poverty level;
- Property occupied by charitable corporation, foundation, or trust.

Administration of Program:

Identify every person or organization involved in the implementation and administration of the program. Use additional sheets if necessary.

1. Name: _____
Address: _____

Duties and Responsibilities: _____

Connecticut Tax Registration Number
or Social Security Number: _____

2. Name: _____
Address: _____

Duties and Responsibilities: _____

Connecticut Tax Registration Number
or Social Security Number: _____

Timetable:

Program Start Date: ____/____/____
Program Completion Date: ____/____/____

NOTE: A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Month your annual accounting period ends: _____

Method of accounting: Cash Accrual

PART III — FINANCIAL INFORMATION

Program Budget:

Complete in full.

Sources of Revenue:

NAA Funds Requested _____
Other Funding Sources (itemized sources):
a) _____
b) _____
c) _____
d) _____

Total Funding: _____

Proposed Program Expenditures:

Direct Operating Expenses (itemized description):
a) _____
b) _____
c) _____
d) _____

Administrative Expenses:
Professional Fund-raising Fees _____
Accounting/Legal & Other Expenses (itemized):
a) _____
b) _____
c) _____
d) _____

Total Proposed Expenditures: _____

PART IV — MUNICIPAL INFORMATION

To be completed by the municipal agency overseeing implementation of the program

Name of Municipal Agency Overseeing Implementation of the Program: _____ _____
Mailing address: _____ _____ _____
Name of Municipal Liaison: _____
Telephone Number: (_____) _____
Fax Number: (_____) _____

Post-Project Review
Is a post-project review required for this proposal?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, date post-project review due: _____ / _____ / _____

2003 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2003 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. Direct inquiries to Department of Revenue Services (DRS), Neighborhood Assistance Act Program, Attn: Research Unit, 25 Sigourney Street, Hartford CT 06106, 860-297-5687.

PART I — GENERAL INFORMATION

Enter the name of the tax exempt organization or municipal agency, address, and Federal Employer Identification Number.

Program Title:

Assign a unique program title to each program for which your organization is making an application.

Federal Form 990:

Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the U.S. Treasury Department, Internal Revenue Service.

PART II — PROGRAM INFORMATION

Description of Program:

Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program:

Demonstrate a need for this program (for example, provide relevant statistics).

Goals of Program:

Describe what this program is intended to accomplish.

Neighborhood Area to be Served:

Describe the neighborhood or municipality that this program will serve.

Total Number of Recipients:

Provide an estimate of the number of recipients that this program will serve.

Eligibility Criteria:

60% Programs - Check all boxes that apply.

Note: If a program does not meet the guidelines for the 60% credit, a 40% credit is available.

Administration of Program:

Identify the name and address of every person or organization involved in the implementation and administration of this program. Use additional sheets if necessary.

Timetable:

Indicate the starting and ending dates of the program. Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review to the municipality overseeing the program.

PART III — FINANCIAL INFORMATION

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue:

The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested:

Indicate the total amount your organization is requesting for its program. This amount may not exceed the Total Proposed Expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources:

Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures:

The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed Total Funding.**

Direct Operating Expenses:

Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

PART IV — MUNICIPAL INFORMATION

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison:

The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post Project Review:

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review to the municipality overseeing the program.