



Office of Community Development

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Princess A. Erfe, *Community Development Administrator*

Memorandum

TO: 2016 Neighborhood Assistance Act (NAA) Program Applicants
FROM: Princess A. Erfe, Community Development Administrator
DATE: April 4, 2016
RE: **2016 Neighborhood Assistance Act (NAA) Program Application/Proposal**

The Town of Greenwich is currently accepting proposals from interested agencies or organizations for the State of Connecticut 2016 Neighborhood Assistance Act (NAA) Program. The NAA Program allows for a tax credit to be earned by business firms that make cash investments of at least \$250 to certain community programs. The cash investments must be made in a community program that is proposed and conducted by a tax exempt or municipal agency and must be approved both by the municipality in which the program is conducted and the Department of Revenue Services (DRS).

Interested tax-exempt entities must complete Form NAA-01, Connecticut Neighborhood Assistance Act Program Proposal, Parts I, II and III and submit the completed form to the Town of Greenwich. The Town must hold a public hearing on all program applications. The governing body (RTM) must vote to approve the programs. Documentation of all notices and meeting minutes must be submitted to the DRS.

Completed Form NAA-01 including all other required forms and supporting documents must be received by the Community Development Office (101 Field Point Road, Greenwich, CT 06830) by April 29, 2016.

Form NAA-01 for 2016 – Program Proposal can be accessed under the following link:

<http://www.ct.gov/drs/lib/drs/forms/2016forms/corp/naa-01.pdf>

Form NAA-02 for 2016 – Business Application can be accessed under the following link:

<http://www.ct.gov/drs/lib/drs/forms/2016forms/corp/naa-02.pdf>

NAA Program Website can be accessed under the following link:

<http://www.ct.gov/drs/cwp/view.asp?a=1447&q=266058>

Informational Publication can be accessed under the following link:

[http://www.ct.gov/drs/lib/drs/publications/pubsip/2015/ip_2015\(13\).pdf](http://www.ct.gov/drs/lib/drs/publications/pubsip/2015/ip_2015(13).pdf)

Additional Info on the NAA Program can be accessed under the following link:

<http://www.ct.gov/drs/cwp/view.asp?a=3807&q=522184>

The completed applications for all proposed programs will be submitted to the Board of Selectmen for review and action during their May 12, 2016 Regular Meeting. Following the Board of Selectmen approval, the proposed programs will be submitted to the Representative Town Meeting (RTM) for review and action during their June 13, 2016 Regular Meeting.

For further inquiries contact the Community Development Office at 203-622-3791 or via email to communitydevelopment@greenwichct.org or perfe@greenwichct.org.