



STATE OF CONNECTICUT

DEPARTMENT OF REVENUE SERVICES

TO: All Mayors and First Selectmen
FROM: Kevin B. Sullivan, Commissioner
DATE: February 26, 2016
RE: 2016 Neighborhood Assistance Act (NAA) - Program Application

A handwritten signature in blue ink, appearing to be 'KS', written over the 'FROM' line of the header.

Enclosed is the 2016 Neighborhood Assistance Act program proposal application for distribution to interested organizations in your municipality. The application must be completed in full, approved locally, and submitted to the Department of Revenue Services (DRS) no later than **July 1, 2016**. Please note this deadline is set by statute.

A "fillable" **Form NAA-01**, *2016 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*, is available on the DRS website at www.ct.gov/DRS. Using the fillable Form NAA-01 enables you and your community organization to input information directly onto the form via computer.

Prior to your July 1 submission to DRS, your municipality must hold a public hearing on all programs, and the governing body of your municipality must vote to approve these programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted with your applications.

Please note that the total amount of credits is limited each year, so credits may be prorated.

Please designate a liaison to handle all Neighborhood Assistance Act matters. You must enter the name, address, email address, phone number, and fax number of your liaison in Part IV of the application. **DRS will directly notify your liaison by email of the programs that have been approved.** You must notify your participating organizations accordingly as DRS will not contact them directly.

Direct any questions you have to Susan Sherman at 860-297-5693.

Enclosure

cc: Municipal Liaison (where previously designated)
Connecticut Conference of Municipalities
Regional Councils of Government

NAA-CVR
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