



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Public Hearing on NAA Program Applications

2. **Date of submission:** April 16, 2013

3. **Date of Board Meeting:** April 22, 2013

4. **Individual or Entity making the submission:**

Thomas F. Cooke – Director of Administrative Services

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

The Individual or Entity making the submission requests that the Board of Selectmen:

Set a public hearing for May 13, 2013 to consider the request of the ABC House that its 2013 Neighborhood Assistance Act Program Application be approved by the Board of Selectmen.

6. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

Thomas F. Cooke – Director of Administrative Services – (860) 658-3230

Linda Schofield – (860) 651-8739

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

The 2013 Neighborhood Assistance Act ("NAA") Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt agencies. To obtain benefits under the program, tax exempt organizations must complete and submit applications to the Town of Simsbury for public hearing and approval.

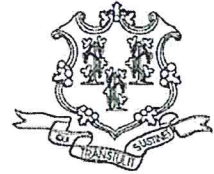
On March 7, 2013 this office issued a press release informing potential applicants that applications had to be submitted to the First Selectman's Office by March 22, 2013. A timely application was received from the ABC House.

In order for ABC House to be approved for the NAA Tax Credit Program, a Public Hearing must be held and the Board of Selectmen must approve the application.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

ABC House NAA Application



Municipality: Simsbury

2013
2012 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

Complete this form in blue or black ink only.

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: _____
Simsbury ABC Program, Inc

Address: 835 Hopmeadow St, P.O.Box 542, Simsbury, CT 06070

Federal Employer Identification Number: 23-7306464

Program title: Simsbury A Better Chance Program

Name of contact person: Linda Schofield

Telephone number: (860) 651-8739

Email address: l.schofield@att.net

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 24,000.00

Credit percentage for which your organization is applying:

60% 100% (Energy conservation programs only)

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.

Please check the appropriate description of your program:

- 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;
- Open space acquisition fund; or
- Other: Specify Education for disadvantaged teens

Part II — Program Information

Description of program: _____

The Program is a non-profit educational program dedicated to providing minority, inner city youth a better high school education than they might otherwise receive. Minority teens are recruited from CT and the Northeast to live at the Simsbury ABC House, attend Simsbury High School, and enjoy the academic and social supports that the Simsbury ABC Program offers to help them realize their educational potential, including tutoring, counseling, enrichment programs, college application assistance, leadership & social skills building.

Need for program: _____

Our mission is to substantially increase the number of well-educated minority youth capable of assuming positions of responsibility and leadership in American society. Our graduates develop the skills not only to gain admission to college, generally with a substantial merit-based financial aid package, but also to compete effectively once there, so that they successfully matriculate to graduation. Over 95% of our graduates are unlike the 64% of black men & 51% of Latino college students who drop out before completing their degrees.

Neighborhood area to be served: _____

Our students come from inner city areas of CT and neighboring states.

Total number of recipients: We have between 7-9 students each year.

Administration of Program:

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

1. Name: John & Shannon Lyons

Address: 835 Hopmeadow St
Simsbury, CT 06070

Duties and responsibilities: This couple lives at the ABC House to act as House parents to the students. They are paid staff.

2. Name: Crystal Aya

Address: 835 Hopmeadow St Simsbury, CT 06070

Duties and responsibilities: Crystal lives at the house & provides tutoring and supervision of mandatory daily study hours. Crystal is paid staff.

Timetable:

Program start date: Sept 2012
Program completion date: July 2013

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: June
Method of accounting: Cash Accrual

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	_____
Other funding sources - itemized sources:	
a) Individual donations	\$75,550.00
b) Civic Organizations & Corporate donations	\$15,275.00
c) Tuition	\$1,800.00
d) Interest	\$350.00
Total Funding:	\$92,975.00

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) Food	\$16,500.00
b) Insurance	\$11,500.00
c) Staff wages and payroll taxes	\$14,000.00
d) Utilities & House maintenance	\$22,800.00
Administrative expenses:	
Professional fund-raising fees	\$0.00
Accounting/legal & other expenses - itemized:	
a) postage & printing for fund-raising & misc. admin expenses	\$6,800.00
b) student supplies and activities costs	\$16,875.00
c) Student medical	\$1,500.00
d) Vehicle maintenance & gas	\$3,000.00
Total Proposed Expenditures:	\$92,975.00

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: _____ Simsbury High School _____
Mailing address: _____ 34 Farms Village Rd Simsbury, CT 06070 _____
Name of municipal liaison: <u>Tom Cooke</u> _____
Telephone number: <u>860-658-0451 x400</u> _____
Fax number: <u>860-658-2439</u> _____
Email address: <u>tcooke@simsbury-ct.gov</u> _____

<p>Post-Project Review</p> <p>Is a post-project review required for this proposal?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>

2012 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2012 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 St Ste 2, Hartford CT 06106, or call **860-297-5687**.

Part I General Information

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

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 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.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Total Number of Recipients: Provide an estimate of the number of recipients this program will serve.

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.

**TOWN OF SIMSBURY
PUBLIC HEARING NOTICE**

Notice is hereby given that the Board of Selectmen will hold a public hearing on Monday, May 13, 2013 at 7:00 p.m. in the Main Meeting Room of Town Hall, 933 Hopmeadow Street, Simsbury, CT 06070 to receive public comment concerning the proposed approval by the Board of Selectmen of the program application of the Simsbury ABC Program, Inc. for benefits under the Neighborhood Assistance Act (NAA) as set forth in Form NAA-01, Connecticut Neighborhood Assistance Act (NAA) Program Proposal. Copies of the Simsbury ABC Program, Inc. proposal can be found on the Town of Simsbury's website, www.simsbury-ct.gov on the Board of Selectmen's page. Hard copies are available at the Town Clerk's Office, 933 Hopmeadow Street, Simsbury, CT.

Public Hearing Date: Monday, May 13, 2013 at 7:00 p.m.