



# RTM Administrative Services Committee

## TOWN OF BRANFORD

BRANFORD TOWN CLERK

JUN 12 2023

RECEIVED

Anthony Alfone \* Maryann Amore \* Linda Erlanger \* Tracy Everson \* Carolyn Sires \* Frank Twohill \* Victoria Verderano \* Chair

### Branford RTM Administrative Services Committee Agenda for June 12, 2023

A special meeting of the RTM Administrative Services Committee will be held on Tuesday, June 12, 2023, at 7:00 p.m. at the Joseph Trapasso Community Center, 46 Church Street.

The agenda will be as follows:

1. To consider and if appropriate, approve a transfer request from the Human Services Director for FY2023 as follows:

From: 21844010-588915	Relocation Services	(\$3,000)
To: 21844010-544300	Purchased Services	2,5001
21844010-544420	Equipment Rental	<u>500</u>
	Total	\$3,000

2. To consider and if appropriate, approve a budget transfer increase for FY2024 from the Human Services Director as follows:

Increase: 21890000-480296	Fund Balance Human Services Fund	(\$26,000)
Increase: 21844010-544300	Purchased Services	26,000

**RESOLVED:** That the Board of Finance recommends to the RTM an increase in the Human Services Fund Budget for FY2024 from \$1,913,499 to \$1,939,499. The increase will be funded through an appropriation from fund balance.

3. To consider and if appropriate, approve a transfer request from the Director of Information Technology for FY2023 as follows:

From: 10141190-544375	Hardware	(\$7,524)
10141190-588090	Travel	( 746)
10141190-533300	Professional Development	<u>( 3,580)</u>
	Total	(\$11,850)
To: 10141190-518000	Overtime Pay	\$ 8,270
10141190-519030	Accumulated Sick Pay	<u>3,580</u>
	Total	\$11,850

4. To consider, and if appropriate approve a transfer request for salary adjustments for FY2024 as follows:

Transfer-Information Technology

From: 10141190-518000	Overtime	(\$ 9,937)
To: 10141190-517000	Regular Wages & Salaries	9,937

5. To consider and appropriate, approve the Town of Branford participating in the Neighborhood Assistance Tax Program for 2023.

Dated this 2<sup>nd</sup> day of June 2023

Respectfully Submitted,

Victoria Verderame

Chair, Administrative Services Committee

OFFICE OF THE TREASURER  
BRANFORD, CONNECTICUT

RECEIVED

2023 JUN -7 A 8:58



*Neil Blaylock*  
BRANFORD TOWN CLERK

1019 MAIN STREET  
POST OFFICE BOX 150

(203) 315-0663  
FAX (203) 315-3736  
WWW.BRANFORD-CT.GOV

To: RTM Members  
From: James Finch, Finance Director  
Re: Neighborhood Assistance Act Tax Credit Program

Please find attached applications for your approval and submission to the State of Connecticut under the Neighborhood Assistance Act Tax Credit Program. (NAA)

As you may be aware, The NAA is designed to provide funding for municipal and tax exempt organizations by providing corporations a business tax credit for businesses who make cash contributions to these entities.

The program has several statutory limits, including the following:

- A business is limited to receiving \$150,000 in tax credit annually.
- A non-profit organization is limited to receiving \$150,000 in aggregate contributions. The minimum contribution on which credit can be granted is \$250.
- The program has a **five million dollar cap**, which, if exceeded, results in proration of approved donations.

As there are no local taxpayer dollars required, I ask that you approve all of the applications and list them separately in your minutes.

RECEIVED



STATE OF CONNECTICUT  
DEPARTMENT OF REVENUE SERVICES

2023 JUN -7 A 8:58

IP 2015(13)

450 Columbus Blvd.  
Hartford CT 06103

*[Signature]*  
TREASURER

**INFORMATIONAL PUBLICATION**

**The Connecticut Neighborhood Assistance Act Tax Credit Program**

**Purpose:** This Informational Publication explains the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

**Effective Date:** Upon issuance.

**Statutory Authority:** Conn. Gen. Stat. §12-630aa et. seq.

**Definitions:** For purposes of the NAA tax credit program:

**Business firm** means any business entity authorized to do business in Connecticut and subject to any of the following taxes:

- Insurance Companies and Health Care Centers (Chapter 207);
- Corporation Business (Chapter 208);
- Air Carriers (Chapter 209);
- Railroad Companies (Chapter 210);
- Certified Competitive Video Service Companies (Chapter 211);
- Community Antenna Television System Companies (Chapter 211);
- Satellite Companies (Chapter 211);
- Utility Companies (Chapter 212); or
- Business Entity (Chapter 213a). For purposes of a business entity subject to the Business Entity Tax, the credit may only be used by the members or partners of the entity that are subject to the Corporation Business Tax.

**Donation of money to an open space acquisition fund** means money contributed to an open space acquisition fund of any political subdivision of the state or any nonprofit land conservation organization.

The money must be used for the purchase of land, interest in land, or permanent conservation restriction on land to be permanently preserved as protected open space.

**Energy conservation projects** means programs to promote energy conservation that are directed toward properties where at least 75% of occupants are at an income level not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted or at properties owned or occupied

by charitable corporations, foundations, trusts, or other entities. Such projects include, but are not limited to:

- Energy conserving modification or replacement of windows and doors;
- Caulking and weather-stripping;
- Insulation;
- Automatic energy control systems;
- Hot water systems;
- Equipment required to operate variable steam, hydraulic, and ventilating systems;
- Replacement of burners, furnaces, or boilers;
- Electrical or mechanical furnace ignition systems; or
- Replacement or modification of lighting fixtures.

**The Connecticut Neighborhood Assistance Act Tax Credit Program:** The NAA Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies.

The credit may be applied against the following taxes:

- Insurance Companies and Health Care Centers (Chapter 207);
- Corporation Business (Chapter 208);
- Air Carriers (Chapter 209);
- Railroad Companies (Chapter 210);
- Certified Competitive Video Service Companies (Chapter 211);
- Community Antenna Television System Companies (Chapter 211);
- Satellite Companies (Chapter 211); and
- Utility Companies (Chapter 212).

The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS).

**Community Programs That Qualify for the NAA Tax Credit Program:** Listed below are examples of the types of programs that qualify for the NAA tax credit and the amount of the available credit.

A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects.

A tax credit equal to 60% of the cash invested is available to business firms that invest in programs that provide:

- Neighborhood assistance;
- Job training;
- Education;
- Community services;
- Crime prevention;
- Construction or rehabilitation of dwelling units for families of low and moderate income in the state;
- Donation of money to an open space acquisition fund;
- Child day care facilities;
- Child care services;
- Employment and training programs directed at handicapped persons;
- Employment and training programs for unemployed workers who are 50 years of age or older;
- Education and employment training programs for recipients in the temporary family assistance program;
- Community-based alcoholism prevention or treatment; **or**
- Any other program which serves a group of individuals where at least 75% of the individuals are at an income not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted.

---

**Obtaining Approval for the NAA Tax Credit Program:**

Tax exempt entities and municipal agencies desiring to obtain benefits under the NAA must complete **Form NAA-01, Connecticut Neighborhood Assistance Act Program Proposal**, Parts I, II, and III and submit the form to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes Form NAA-01, Part IV and submits the form to DRS on or before July 1 of each year. Prior to submitting Form NAA-01 to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by the municipality to DRS with the approved program proposals.

---

**Limits on the Amount of Contributions That May Be Made or on the Amount of Tax Credit Available:** The NAA Tax Credit Program has several statutory limits which must be observed, including the following:

- A business firm is limited to receiving \$150,000 in tax credits annually; however, the amount of tax credit allowed any business firm for investments in child day care facilities for any income year may not exceed \$50,000.

- The minimum contribution on which a tax credit can be granted is \$250.
- Any organization conducting a program or programs eligible for funding under the NAA is limited to receiving an aggregate of \$150,000 of funding for any program or programs for any fiscal year.
- The total amount of all tax credits allowed in any fiscal year is \$5 million, which, if exceeded, results in prorating the approved tax credits among the approved organizations.

**Business Applications Deadlines:** Each business firm requesting a tax credit under the NAA Tax Credit Program must complete a separate **Form NAA-02, Connecticut Neighborhood Assistance Act (NAA) Business Application**, for **each** program it wishes to sponsor. Form NAA-02 must be submitted to DRS on or after September 15 but not later than October 1 of each year. Business firms may electronically submit their application by emailing a signed Form NAA-02 to **NAAProgram@ct.gov**. Any application that is not electronically submitted may be mailed or hand-delivered to DRS.

---

**Claiming the Tax Credit:** DRS issues an NAA program approval letter to business firms that make cash investments in qualified community programs. The letter indicates the tax credit amount that may be claimed on the applicable business tax return. The tax credit amount must also be entered on **Form CT-1120K, Business Tax Credit Summary**, and/or **Form CT-207K, Insurance/Health Care Tax Credit Schedule**.

---

**Carry Back Provisions:** The amount of tax credit that is not taken on the tax return of a business firm for the income year beginning during the calendar year in which the program proposal was approved may be carried back to the two immediately preceding income years (beginning with the earlier of the years). No carry forward is allowed.

---

**Obtaining Additional Information:** Direct inquiries to:

Department of Revenue Services  
Research Unit  
450 Columbus Blvd. Ste 1  
Hartford CT 06103

Call: **860-297-5687**

Email: **DRS.TaxResearch@po.state.ct.us**

---

**Effect on Other Documents: Informational Publication 2013(9), The Connecticut Neighborhood Assistance Act Tax Credit Program**, is superseded and may not be relied upon after the date of issuance of this Publication.

**Effect of This Document:** An Informational Publication issued by DRS addresses frequently asked questions about a current position, policy, or practice, usually in a less technical question and answer format.

---

**Related Forms and Publications:** Request the most recent edition of the following forms: **Form NAA-01**, *Neighborhood Assistance Act Program Proposal*, and **Form NAA-02**, *Neighborhood Assistance Act Business Application*.

---

**For Further Information:** Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); or
- **860-297-5962** (from anywhere).

**TTY, TDD, and Text Telephone users only** may transmit inquiries anytime by calling 860-297-4911.

---

**Forms and Publications:** Visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) to download and print Connecticut tax forms and publications.

**Paperless Filing/Payment Methods (fast, easy, free, and confidential):** Business and individual taxpayers can use the **Taxpayer Service Center (TSC)** at [www.ct.gov/TSC](http://www.ct.gov/TSC) to file a variety of tax returns, update account information, and make payments online.

**File Electronically:** You can choose first-time filer information and filing assistance or log directly into the **TSC** to file returns and pay taxes.

**Pay Electronically:** You can pay taxes for tax returns that cannot be filed through the **TSC**. Log in and select the *Make Payment Only* option. Designate a payment date up to the due date of the tax and mail a paper return to complete the filing process.

---

**DRS E-Alerts Service:** Get connected to the latest news from DRS. Receive notification by email of changes to legislation, policies, and procedures. **DRS E-Alerts** provide information for employer's withholding tax, News – Press Releases, and Top 100 Delinquency List. Visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) and select *Sign up for e-alerts* under *How Do I?* on the gold navigation bar.

# Town of Branford Neighborhood Assistance Act Applications

Organization	Program Title	Funding Request
Stony Creek Fife and Drum Corps, Inc.	Uniform & Equipment Replacement	55,000
Stony Creek Fife and Drum Corps, Inc.	Seaside Hall Energy Exterior Siding	55,000
Connecticut Hospice	Uncompensated Care	125,000
Connecticut Hospice	Energy Conservation Window Replacement	50,000
Orchard House	Adult Day Health	15,000
Branford Land Trust	Historic Land Trust House	100,000
<b>Total</b>		<b>400,000</b>

*Handwritten signature*  
TOWN OF BRANFORD CLERK

2023 JUN - 1 A 8 58

RECEIVED