

# ELLINGTON CONGREGATIONAL CHURCH

*A Congregation of the United Church of Christ*

72 Main Street ~ PO Box 216  
Ellington CT 06029-0216

PHONE: 860-871-6606

FAX: 860-871-5932

Email: [officeadmin@eccucc.org](mailto:officeadmin@eccucc.org)

*The Reverend Joanne Myer, Intentional Interim Minister*

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May 1, 2024

Matthew Reed  
Town Administrator  
Town of Ellington  
55 Main Street  
Ellington, CT 06029

Dear Mr. Reed:

Enclosed is the Neighborhood Assistance Act application for the installation of energy-efficient replacement windows in the education wing of the Ellington Congregational Church.

If you have any questions, please let me know.

Yours truly,


A handwritten signature in cursive script, appearing to read "Charles E. Gross, Jr.".

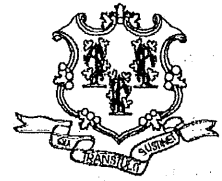
Charles E. Gross, Jr.  
Chair, Board of Trustees  
Email: [cgross@snet.net](mailto:cgross@snet.net)  
Cell: 860-205-1635

*Town of Ellington*

RECEIVED

MAY 01 2024

  
*Matthew D. Reed*  
Town Administrator



Municipality: Ellington

**Form NAA-01**  
**2024 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: \_\_\_\_\_

Ellington Congregational Church

Address: 72 Main Street, Ellington CT 06029

Federal Employer Identification Number: 06-0845416 UCC

Program title: Window Replacement

Name of contact person: Charles Gross

Telephone number: (860) 205-1635

Email address: cgross@snet.net

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 65,000.00

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**

Check the appropriate description of your program:

**100% credit percentage**

- Energy conservation; **or**
- Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

**60% credit percentage**

- Job training/education for unemployed persons aged 50 or over;
- Job training/education for persons with physical disabilities;
- Program serving low-income persons;
- Child care services;
- Establishment of a child day care facility;
- Open space acquisition fund; **or**
- Other (specify): \_\_\_\_\_

Description of program: \_\_\_\_\_

Our education wing, built in 1957, still has the original wooden single pane double-hung windows with aluminum storm windows and screens. These windows are difficult to operate as the sashes are not connected to counter-weights. We seek to replace these with modern energy-efficient windows. Forty-one (41) in total.

Need for program: \_\_\_\_\_

The heating demand in the education wing exceeds other areas of the church complex. New windows will not only conserve energy, but will also result in reduced expense to the church.

Neighborhood area to be served: \_\_\_\_\_

Ellington Congregational Church, founded in 1733 draws members from Ellington and the surrounding towns.

Plan to implement the program: \_\_\_\_\_

Quotes were solicited, and Advanced Window Systems, LLC of Cromwell, CT was selected. AWS is a locally-owned company doing business for over 40 years. We are looking to do this project in Q1 of 2025.

**Timetable:**

Program start date: 01/01/2025  
MM - DD - YYYY  
Program completion date: 03/01/2025  
MM - DD - YYYY  
Post-project audit due date: 06/01/2025  
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.  
Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

**Part III — Financial Information**

**Program Budget:**

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

**Sources of Revenue:**

NAA funds requested	\$65,000.00
Other funding sources - itemized sources:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

**Total Funding:** \$65,000.00

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) Fabrication and Installation of windows	\$61,550.00
b) Provision for extras/ inflation-related cost increases	\$2,450.00
c) _____	_____
d) _____	_____

Administrative expenses - itemized description:

a) Post-Project Audit	\$1,000.00
b) _____	_____
c) _____	_____
d) _____	_____

**Total Proposed Expenditures:** \$65,000.00

**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: _____ _____
Mailing address: _____ _____
Name of municipal liaison: _____
Telephone number: _____
Fax number: _____
Email address: _____

<p style="text-align: center;"><b>Post-Project Audit</b></p> <p style="text-align: center;">Is a post-project audit required for this proposal?</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p style="text-align: center;">If <b>Yes</b>, date post-project audit due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">06-01-2025</p> <p style="text-align: center;">Date</p>
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# 2024 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2024 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

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## 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.

**Plan to implement the program:** Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

**Timetable:** Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

## 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 the Department of Revenue Services (DRS) for all NAA matters.

**Post-Project Audit:** Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

## Additional Information

See the Guide to Connecticut Business Tax Credits available on the DRS website at [portal.ct.gov/DRS](http://portal.ct.gov/DRS). E-mail any questions to [NAAProgram@ct.gov](mailto:NAAProgram@ct.gov) or call 860-297-5687, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.