

# Penobscot County TIF District Application for Funding

97 Hammond Street • Bangor, ME 04401 • 207-942-8566

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Please indicate which program you are applying for funding from.

Date: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Capital Project               | <input type="checkbox"/> Grant-Matching Program |
| <input type="checkbox"/> Economic Development Programs |   |
| <input type="checkbox"/> Revolving Loan Fund           | <input type="checkbox"/> Other _____            |

**For the Penobscot County Revolving Loan Fund, please see the appropriate forms at [www.ut.penobscot-county.net](http://www.ut.penobscot-county.net) or contact Barbara Veilleux at 207-942-8566.**

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Name of applying individual, business or organization: \_\_\_\_\_

Please check which type of organization is applying for funds:

- |   |  |
|---|--|
| <input type="checkbox"/> Private enterprise     | <input type="checkbox"/> 501(c)(3) nonprofit |
| <input type="checkbox"/> Community organization | Fiscal sponsor: _____                        |
| <input type="checkbox"/> Government entity      | Please specify: _____                        |

This project is being pursued by:

- |   |
|---|
| <input type="checkbox"/> Single business or organization  |
| <input type="checkbox"/> A collaboration including: _____ |

- **Please attach a detailed description and an anticipated budget for your project. Include maps if applicable.**

Dollar amount Requested: \_\_\_\_\_ Total project budget: \_\_\_\_\_

Unorganized Territory(ies) in which project will occur: \_\_\_\_\_

Have you applied for applicable licenses and permits for your project (LUPC, DEP, DHHS, etc.)? Please list: \_\_\_\_\_

## Application Directions:

- Please read Appendices A & B before beginning this application.
- Fill out the application form completely, including this page.
- Do not send any materials under separate cover.
- Mail one copy of your application and narrative materials on a plain 8 ½ x 11 white paper, without bindings or staples, to Penobscot County at the address listed above or email to [bveilleux@penobscot-county.net](mailto:bveilleux@penobscot-county.net).
- Registered nonprofit organizations should include a copy of their IRS determination letter.
- Organizations needing a fiscal sponsor to handle funds should include a letter from that sponsor documenting its identity and willingness to accept Penobscot County TIF funds for the project.
- Please see the checklist at the end of this application to be sure you have included all required information and attachments.
- All applications should include a cover letter signed by the leader of the business or organization.

# Penobscot County TIF District Application for Funding

**Please provide the following information.**

## **1. Applicant Information**

Legal name of organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Physical address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Number of years business/agency has been in existence: \_\_\_\_\_

Number paid staff (note FT, PT and/or Seasonal): \_\_\_\_\_

Number of volunteers: \_\_\_\_\_

Federal Tax I.D. or EIN: \_\_\_\_\_

President or Executive Director: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Board president (if applicable): \_\_\_\_\_

Amount requested from Penobscot County TIF Funds for this project: \_\_\_\_\_

Total project budget: \_\_\_\_\_

A 200-word (maximum) description of your project (you may add a one-page typed description to this application, if you wish):

## 2. Jobs and Geographic Region

All eligible projects must take place within one or more of the Unorganized Territories of Penobscot County. Please indicate the township(s) where the proposed activities will take place:

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Projects that will directly create and/or retain jobs may have a stronger likelihood of a successful grant award through this program. Jobs are measured as full-time equivalent (FTE) based on 2080 hours per year. (Example: a job that creates two full-time jobs for six months equals one FTE.)

Number of jobs to be **created** through this project: \_\_\_\_\_ Jobs **retained**: \_\_\_\_\_

Types of jobs and number of each:

Job title: \_\_\_\_\_ No. of jobs: \_\_\_\_\_ Length of job: \_\_\_\_\_

Job title: \_\_\_\_\_ No. of jobs: \_\_\_\_\_ Length of job: \_\_\_\_\_

Job title: \_\_\_\_\_ No. of jobs: \_\_\_\_\_ Length of job: \_\_\_\_\_

Job title: \_\_\_\_\_ No. of jobs: \_\_\_\_\_ Length of job: \_\_\_\_\_

Job title: \_\_\_\_\_ No. of jobs: \_\_\_\_\_ Length of job: \_\_\_\_\_

Please include any other information you may have about job creation below, including temporary construction phase employment and projections for the future:

### 3. Financial Information

Fiscal year start and end dates: From \_\_\_\_\_ to \_\_\_\_\_

#### Revenues and Expenses for Enterprises Currently in Business

##### Revenue

Income from sale of goods & services	\$
Grants & donations:	
Individuals and businesses	\$
Foundations	\$
Government funding	\$
Personal funds	\$
Interest income	\$
Other (please list):	\$
<b>Total Revenue</b>	<b>\$</b>

##### Expenses

Administration	\$
Labor	
Supplies	\$
Equipment	\$
Fundraising costs	\$
Other (please list):	\$
<b>Total Expenses</b>	<b>\$</b>

**NET (REVENUE-EXPENSES)** \$ \_\_\_\_\_

If any shortfalls occurred, please explain how they were financed:

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**Assets and Liabilities for Last Fiscal Year** From: \_\_\_\_\_ to: \_\_\_\_\_

**Assets**

**Liabilities**

Cash	\$	Accounts payable	\$
Property & equipment	\$	Long-term liabilities	\$
Accounts receivable	\$		
Investments	\$		
Other (please list)	\$		
<b>Total Assets</b>	<b>\$</b>	<b>Total Liabilities</b>	<b>\$</b>

Restricted Assets or Revenue (explain):

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#### **4. Project Budget**

**Please attach a budget for your proposed or ongoing project,** including startup costs, operating costs, estimated payroll, equipment and supplies, etc.

Also include anticipated sources of revenue for the project, including donations, earned income and fees for services.

For the County Grant-Matching Program, please demonstrate and document at least 50% of the total project secured as cash contribution. (For more information, please see Appendix A.)

#### **5. Sustainability Plan**

Penobscot County UT TIF funding is intended to provide the initial boost often required to help an initiative to become self-sufficient. What are your plans to ensure the continuation of this project or business and to secure funding in the future? Please list at least three strategies for sustainability.

#### **6. Barriers to Success**

Please indicate the greatest impediments to success of your proposed project and plans to address them.

## 7. Project Narrative

You may use the spaces below each major section or you may include a separate page. Please do not exceed one typed page for each section.

**History of your company or organization** (founding date, mission, region and population served, top products or services, etc.):

**Overview of the project for which you seek funding** (1. Overall goal; 2. How this project will strengthen your organization; 3. Up to three measureable outcomes that will help achieve your goal; 4. Specific activities required to complete the project):

Who will be served by this project?

Township/region: \_\_\_\_\_

Age range of those served: \_\_\_\_\_

Approximate number: \_\_\_\_\_ -

**Plan for evaluating the success of this project:**

**8. Signatures - Must be original, not photocopied.**

\_\_\_\_\_  
Signature of President, CEO or Board President (non-profits)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title

**Fiscal sponsor (if applicable):**

\_\_\_\_\_  
Signature of officer of fiscal sponsor organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title



## Application Checklist

Please be sure you have included or completed the following items before submitting your application:

- ☐ Complete contact information
- ☐ For non-profits, a copy of your IRS determination letter
- ☐ All sections completed on this form or, if typed on a separate sheet, so noted in the correct areas on the form (Example: "Please see attachment A", etc.) and appropriately titled on the separate sheet.
- ☐ A project budget as noted in section IV
- ☐ A cover letter from the leader of your organization
- ☐ If you have a fiscal sponsor, a letter from that sponsor as indicated under "Directions" on the first page of this application.
- ☐ Any brochures or other promotional material you would like to include (optional)
- ☐ Up to three letters of support (optional)
- ☐ Original signatures on application
- ☐ Remove and retain Appendix of this application before submittal

## Appendix A: Guidelines and Considerations for Penobscot County TIF District Funding Applications

**Note:** The following appendix is for informational purpose. You do not need to return the appendix with your application.

For questions and/or assistance preparing an application, contact Barbara Veilleux at Penobscot County UT Administration. Call (209)942-8566 or email [bveilleux@penobscot-county.net](mailto:bveilleux@penobscot-county.net).

**The Penobscot County UT TIF Program has specific limitations regarding who may apply and what projects and costs are eligible for funding assistance. It is important to understand these guidelines prior to submitting an application. See below for details.**

### **Public Program:**

The Penobscot County Commissioners are entrusted by its citizens to be responsible stewards of the UT TIF program fund. Accountability and transparency are held in the highest regard/ As such:

- Applicants must be willing to make public all matters and materials provided as part of a UT TIF grant or loan request. Information relating to project design and implementation including perhaps competitive advantages, personal and business financial and tax data, is all subject to public review.
- The County will, under special and limited circumstances, take appropriate steps to protect personal and/or proprietary information relating to UT TIF funded projects.

### **Eligibility to Apply:**

Key considerations for TIF grant award determinations include:

#### Project Location

- The proposed activity must take place within the Unorganized Territories of Penobscot County

#### Opportunity for economic impact

- Projects intended to create and/or retain jobs in the region and more specifically in the UT, are more likely to receive support through this program.

#### Level of matching funds secured by applicant

- The County will give priority to those applicants who provide at least 50% of any cash match required by the grantor.
- Projects proposing collaboration with additional partners and shared risk may be viewed more favorable.

#### Sustainability

- TIF grant funds are not intended to be utilized as a long-term subsidy. Awards will be made to those requests showing a need for an infusion of capital to complete an initiative and/or become self-sustaining.

Eligibility continued:

Individuals and/or organizations that have received or directly benefited from a previous TIF grant award remain eligible to apply for additional funding, though certain conditions may apply.

- For any individual or entity, the maximum lifetime (total) grant award limit of all funds obtained through this program is \$100,000.
- Individuals or entities may not be awarded funds through this program over consecutive years unless the secondary request is to implement activities previously examined using UT TIF planning grant funds. Generally, grantees will be required to wait at least two full calendar years from the time of their award before submitting a request for additional funding through this program.

### **Special considerations for large scale investment and/or job creation:**

In keeping with the original intent of this program, project proposals which offer substantial capital investment and/or the strong potential for significant job creation within the Unorganized Territories may be eligible for additional support through this program. These exceptional cases may be considered from time to time on an individual basis, but potential applicants must contact the TIF Administrator or the Penobscot County Administrator to discuss prior to submitting an application. Awards and funding levels will be at the sole discretion of the County Commissioners.

### **Grantee Obligations:**

Successful applicants are not required to accept grant funds awarded to them. The county allows applicants up to six months from time of notice of award to accept that award. If the award is not accepted within that timeframe, the application and award notice will be considered void. Those who do not choose to accept a grant award will be required to first agree to specific terms outlined in a grant contract with the county. Each grant contract is unique to the project funded, but several requirements are inclusive to all grant contracts. Please consider the following:

#### **GRANT PERIOD**

The grant period for all TIF grants will be no less than one year from the time of receipt of an award. Any awards where grant funds are invested in tangible property, the grant term shall be 4 years in length.

#### **REPORTING**

All grantees will be required to maintain regular communication with the county. Grantees are typically required to submit progress reports and verification of expenditures at least four (4) times per year during the grant period. The TIF Grant Administrator will work closely with grantees to ensure this occurs.

#### **VERIFICATION OF EMPLOYMENT**

Grantees will be required to provide evidence of the creation and/or retention of any jobs proposed in the grant application materials. This should include details about the type of job, the frequency and duration (part-time, full-time, long term, temporary or seasonal) and wage levels or compensation package.

## DEFAULT AND REPAYMENT

Grantees who do not meet the requirements outlined in the grant contract will be required to repay all or a portion of the funds awarded to them. Each case will be considered on an individual basis, however; Upon the sale, transfer or dissolution of a grant project prior to the end date of the grant period, the grantee will be held liable for up to the full amount of the initial award amount.

## Funding for Economic Development Planning

TIF funds may be directed from time to time to support consultant costs relating to certain economic development planning activities that assess opportunities for construction of new revenue-generating facilities within the Unorganized Territory.

Consultant costs should be associated with planning studies or feasibility analyses to support economic development programs that will expand commercial and revenue generating projects within the Unorganized Territory. Areas of planning focus may include, but are not limited to, feasibility and analysis for a multi-purpose commercial facility for conference center(s) or tourism facilities, commercial buildings to attract new enterprise, energy development facilities and transportation infrastructure.

Other allowable uses of the Economic Development Fund:

- (1) Costs related to environmental improvements.
  - (a) Milfoil and/or other invasive species mitigation to protect water quality of recreational waterways.
  - (b) Mitigation and remediation of septic waste or other contaminants affecting water quality of recreational waterways
  - (c) Erosion control as appropriate to protect integrity of recreational waterways and other recreational trails.
- (2) Costs related to education and training.
  - (a) Support education and training funds through a scholarship program for UT residents to attend Maine institutions of higher learning or to online learning entities when in-state options are not available.
  - (b) Provide skilled development training programs for jobs created or retained within the UT.
  - (c) Expand rural broadband access to UT residents to improve access to training and educational opportunities.
- (3) Costs related to child care.
  - (a) Quality child care costs, including finance costs and construction, staffing, training, certification, transportation and accreditations costs.
- (4) Costs related to transit service
  - (a) Capital and annual costs to provide transit services to UT residents, by adding bus or other transportation service, signage and shelters.
- (5) Costs related to recreational trails.
  - (a) Costs associated with new or existing recreational trails determined by the department to have significant potential to promote economic development, including but not limited to, costs for multiple projects and project phases that may include planning, design, construction, maintenance, grooming and improvements with respect to new or existing recreational trails within the UT. This may include bridges and dams that are part of the trail corridor, used all or in part for all-terrain vehicles, snowmobiles, hiking, bicycling, cross-country skiing or other related uses. The County Commissioners will make final decisions on requesting proposals for use of funds in this activity.

## **Capital Project Funding**

As authorized by the TIF and supporting documents, grant funding will be made available for qualifying capital projects in the UTs. .

Allowable uses of the Capital Project Fund:

Public and/or commercial improvements within the District resulting from the planning and feasibility activities described in item 4. Expenditures may include capital costs, financing costs, real property assembly costs and professional service costs.

All projects must meet statutory requirements of 30-A §5225, Specifically:

Costs of improvements made within the tax increment financing district, including but not limited to:

- (1) Capital costs, including but not limited to:
  - (a) The acquisition or construction of land, improvements, public ways, buildings, structures fixtures and equipment for public, new or existing recreational trail or commercial use
  - (b) Demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures.
  - (c) Site preparation and finishing work; and
  - (d) All fees and expenses that are eligible to be included in the capital cost of such improvements, including, but not limited to, licensing and permitting expenses and planning, engineering, architectural, testing, legal and accounting expenses.
  - (e) Financing costs, including, but not limited to, closing costs, issuance costs and interest paid to holders of evidences of indebtedness issued to pay for project costs and any premium paid over the principal amount of that indebtedness because of the redemption of the obligations before maturity.

## **Match for Economic Development Grant Programs**

Available funds will be utilized as match for federal and state economic development grant programs for purposes identified as authorized project costs in 30-A MRSA §5225.

## **Municipal Investments Within the District**

*Capital costs, including*

- Acquisition or construction of land, improvements, public ways, buildings, structures, fixtures and equipment for public, new or existing recreational trail or commercial use.
- Demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures.
- Site preparation and finishing work
- All fees and expenses that are eligible to be included in the capital cost of such improvements, including, but not limited to, licensing and permitting expenses and planning, engineering, architectural, testing, legal and accounting expenses.
- Financing costs, including, but not limited to, closing costs, issuance costs and interest paid to holders of evidences of indebtedness issued to pay for project costs and any premium paid of the principal amount of that indebtedness because of the redemption of the obligations before maturity.

*Professional, administrative and Organizational costs including*

- Professional service costs including, but not limited to licensing, architectural, planning, engineering, consulting and legal expenses.
- Reasonable charges for time spent by County officials and employees in connection with the implementation of the development program-includes consulting services directly related to district implementation.
- Organizational costs associated with the establishment and any amendment of the TIF district.

**Investments made necessary by the District**

*Public Safety Costs including*

- The cost reasonably related to the construction, alteration or expansion of any public safety facilities required due to improvements or activities within the district.
- The cost of improving public safety within the UT including, but not limited to, fire protection equipment, such as a fire engine, 4x4 wild land fire pumper, Universal Terrain Vehicle system including 4x4, side by side UTV vehicle, wild land fire personal protective equipment/training and attach pumper, all made necessary by increased opportunity for development.
- Capital costs to enhance County emergency radio communications and cell service to support the District. Investment may need to be outside of the UT. If investments benefit areas outside the UT, costs paid with UT revenues will be pro-rated.
- Public safety equipment made necessary by anticipated development within the County UT investment area of the District.

*Adverse Impact Mitigation*

- Costs of funding to mitigate adverse impact of the District, in any; may include, but is not limited to, noise barriers, wildlife habitat or environmental impacts of either the Project or anticipated development within the County UT investment area of the District.

**Investments related to economic development**

*Costs of Funding Economic Development Programs, Events and Marketing of the UT as a Business Location.*

- Economic development planning
- A UT pro-rated share of a county wide project to digitize county maps to support economic development investment and environmental improvements. Such funding will be limited to costs related to the UT. In the case of county-wide expenditures, costs will be limited to an UT pro-rated share of expenditures.

*Economic Development Program Support*

- Pro-rated share of dues to organizations that provide economic development support to the UT, such as the Eastern Maine Development Corporation. Such funding will be limited to costs related to the UT and may include additional economic development services and contracts.
- Pro-rated costs of staff salary or consultant fees to oversee the TIF program and to promote economic development within the UT.

*Costs Related to Environmental Improvements*

- Milfoil and/or other invasive species mitigation to protect water quality of recreational waterways.
- Mitigation and remediation of septic waste or other contaminants affecting water quality of recreational waterways.

- Erosion control as appropriate to protect integrity of recreational waterways and other recreational trails.

*Costs Related to Funding Economic Development*

- Funding to establish permanent economic development revolving loan funds, investment funds and/or grants to support commercial activities.

*Costs Related to Education and Training*

- Support education and training funds through a scholarship program for UT residents to attend Maine institutions of higher learning or to online learning entities when in-state options are not available.
- Provide skilled development training programs for jobs created or retained within the UT.
- Expand rural broadband access to UT residents to improve access to training and educational opportunities.

*Costs Related to Child Care*

- Quality child care costs, including finance costs and construction, staffing, training, certification, transportation and accreditation costs.

*Costs Related to Transit Service*

- Capital and annual costs to provide transit services to UT residents, by adding bus or other transportation service, signage and shelters.

*Costs Related to Recreational Trails*

- Costs associated with new or existing recreational trails determined by the department to have significant potential to promote economic development, including but not limited to, costs for multiple projects and project phases that may include planning, design, construction, maintenance, grooming and improvements with respect to new or existing recreational trails within the UT. This may include bridges and dams that are part of the trail corridor, used all or in part for all-terrain vehicles, snowmobiles, hiking, bicycling, cross-country skiing or other related uses.

***TIF Revenues to be Used as Match for Applicable State and Federal Economic Development Grant Programs.***

- To be used for purposes identified as authorized project costs in 30-A MRSA §5225.