

# State of Maine Community Development Block Grant Program



## Economic Development Program

## 2022 Application Package

Office of Community Development  
111 Sewall Street  
59 State House Station  
Augusta, ME 04333-0059  
Phone: (207) 624-7484  
TTY: 1-800-437-1220  
[www.meocd.org](http://www.meocd.org)

**Application by Invitation Only**

# **Economic Development Program**

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# Economic Development Program

## APPLICATION TIMETABLE & REQUIREMENTS

Please take note that eligible applicants for EDP funding are limited to those communities receiving prior written OCD approval of their Letter of Intent to Apply. Applicants submitting an EDP application without OCD approval of their Letter of Intent will have the application returned unscored.

Application must be **received electronically by 4:00 P.M., Tuesday, June 28, 2022.**

Late submission will not be accepted and will be returned unopened.

Faxed copies will not be accepted.

Application must be received as **one complete PDF format application submitted via email to:**  
[ocd.application@maine.gov](mailto:ocd.application@maine.gov)

**FOR FURTHER INFORMATION: (207) 624-7484**

### SUBMISSION REQUIREMENTS

See Page 8 for packaging instructions.  
Include only those attachments requested by OCD

**ONE ORIGINAL** – Scanned and emailed in PDF format, packaged in this exact order: containing the Signed Cover Sheet with Certifications, Project Information Sheet, Application Responses, Matching Funds Table with attached Letters of Commitment, Budget Summary, and Public Hearing Record and Mandatory Attachments as directed.

**MARGIN AND TYPE SIZE** - Application must contain margins consistent with those in this application document and be typed using a minimum size 12 Arial font on 8 1/2 x 11 inch paper.

**MAXIMUM LENGTH OF APPLICATION** - Application is limited to **six (6) pages** to provide the responses required in Section II (D), not counting required attachments.

**NON-CONFORMING APPLICATIONS WILL NOT BE SCORED**

This Application Package is available electronically at:

**[www.meocd.org](http://www.meocd.org)**

# Economic Development Program

## A STEP-BY-STEP GUIDE FOR SUCCESSFUL APPLICATION SUBMISSION

**Application Timetable and Requirements.** Follow instructions on Page 3 for due date, font size, and margins. For additional information on all CDBG programs consult the 2021 CDBG Program Statement available on the OCD web site.

**Application Checklist & Packaging Requirements.** To make sure your EDP Application will be complete, package in exactly the order specified and ready for OCD review, please utilize this Checklist and carefully review the application packaging requirements.

**Application Cover Sheet and Certifications.** This section requires completion relative to all aspects of the EDP project. The certification requirements should be reviewed carefully as signatures indicate all local, state and federal regulations that applicants certify they will follow if awarded CDBG funds. Make sure all required signatures are obtained. Each applicant will need the signature of their Chief Executive Officer (CEO) as well as the signature of the CEO from the business to be assisted with CDBG-EDP funds.

**EDP Application in support of retail business activity.** These applications are accepted under limited conditions. These conditions must be met, and this form signed by the applicant municipality and business representative.

**Job Creation Assurances.** Forms require completion and must be signed by both the municipal and business CEO. Please pay close attention to the definition of permanent, full time and full-time equivalent jobs.

**Matching Funds Table.** Include only cash commitments and be sure to attach letters of commitment for each source listed on the table. Refer to the Instructions for Commitment Letters contained on Page 17 for documentation requirements.

**Budget Summary.** Include all CDBG and matching funds commitments. Be sure the final amount indicated equals the total project amount.

**Consumer Credit Authorization Form.** Any person having an ownership interest in the company of 20% or more must complete this form.

**Financial Summary Statement.** Include required information on all current and future obligations of the business to be assisted with EDP funds. **This worksheet is not required for municipally owned projects.**

**Responses to Questions, Appendix A.** Use a maximum of six (6) 8½ x 11 pages for your Required Responses to the Problem Statement, Proposed Solution and Citizen Participation criteria contained in Appendix A Pages 22-23 of this application package. Complete the required responses. The Review Team will assign a score to each of the scoring areas and the application's total score will be determined by the sum of the Review Team's scores. Make sure you address each applicable subcategory clearly and concisely.

**Public Hearing Notice. Appendix B.** Attach documentation of a local public hearing. This must follow the requirements set forth on Page 6 and with the sample Public Hearing Notice contained in Appendix B, Page 24.

## ECONOMIC DEVELOPMENT PROGRAM APPLICATION OVERVIEW

### A. Financial Commitments as a Threshold Requirement:

Applications for projects not demonstrating a firm financial commitment as required in the application materials or applications deemed incomplete will be removed from the scoring process during the threshold review.

### B. Definition of Full Time and Full Time Equivalent Jobs:

In determining CDBG National Objective compliance with job creation/retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). A FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

### C. Program Dollars Per Job:

The maximum CDBG participation per job created or retained with EDP funds is \$30,000.

### D. Public Hearing Requirements

Each applicant is required to hold a duly authorized public hearing during the Application process. The notice must meet the requirements of the sample public hearing notice, Appendix B, Page 24 of this application package. The hearing must be advertised in a local newspaper a minimum of 10 days prior to the hearing date and posted according to local requirements. **Applicants must attach a copy of the published hearing notice, attested copy of the minutes and attendance list to the original and all four copies of the Application.**

### E. Application Process

The application will include all items on the checklist for that specific program as provided in this application package and shall be done on 8 ½ x 11-inch paper, one sided, with a font no smaller than the print in this application package.



# FUNDING PROCESS FOR ECONOMIC DEVELOPMENT PROGRAM

## Competitive Final Application Phase

The application must provide documentation of firm commitments for all non-CDBG funds, final budgets, local legislative body approval, and job creation information. This information will be used in conjunction with the areas of supporting the state economic development strategy, natural resource-based activity, problem, solution and citizen participation.

**EDP Review Team Recommendations:** Following the EDP Review Team evaluation of the application, one of the following recommendations will be made to the Director, Office of Community Development and the DECD Commissioner:

- (i) approval of award under recommended amount and/or terms;
- (ii) rejection with staff recommendations for resubmission or to provide additional information; or,
- (iii) rejection.

## Project Development Phase

**Invitations Announced** following acceptance of a complete Application and notification of approval and invitation into the project development phase reserves funds for the project. **This invitation does not in any way guarantee funding or provide permission to obligate or expend CDBG or matching funds for the proposed project.** Final funding is contingent upon the OCD's receipt of funds from HUD and successful completion of the project development phase criteria. All aspects of the project development phase must be completed prior to the execution of a contract with OCD and include:

- 1) project eligibility and verification of benefit;
- 2) environmental review;
- 3) cost analysis and justification;
- 4) management plan development; and
- 5) specific state and federal requirements.

The emphasis during this phase is on development of the best project to meet the community's and business's economic development needs. The Development Program Manager will continue to assist the community and the business in completing this activity. **Applicants have up to three months to complete the project development phase process or notice of award may be rescinded.**

## Project Implementation

Following successful completion of the project development phase, a contract will be executed, and the community/business can begin to implement their project. The Development Program Manager will remain involved with the community and the business throughout project implementation to provide technical assistance and to monitor for compliance with federal and state regulations. Job creation requirements must be attained within 12 months of final CDBG expenditure.

# STATE OF MAINE

## COMMUNITY DEVELOPMENT BLOCK GRANT

### Economic Development Program Application

#### APPLICATION PACKAGE REQUIREMENTS:

- ☐ Economic Development Program Application with original signatures
- ☐ Problem Statement, Proposed Solution and Citizen Participation descriptions (maximum of six (6) 8 ½ x 11 consecutively numbered sheets of paper)
- ☐ Retail Business conditions with original signatures **(if applicable)**
- ☐ Job Creation Assurances and Baseline Employment Summary with original signatures
- ☐ Matching Funds Table
- ☐ Budget Summary
- ☐ Consumer Credit Authorization
- ☐ Financial Summary Statement **(if applicable)**
- ☐ Documentation of public hearing notice, minutes (which must include narrative of hearing including person's asking and answering questions, responses to questions, etc.) and attendance list

#### FINANCIAL DOCUMENTATION REQUIREMENTS:

- ☐ Business' Federal tax return for the year **2021** and/or complete accountant prepared financial statements (income statement and balance sheet and notes)
- ☐ Interim financial statements (if the most recent financial information is older than 90 days)
- ☐ Personal Financial Statement and Federal Income Tax Returns for the year **2021** of all owners and guarantors with 20% or more ownership. If an owner or guarantor does not file federal income tax returns, please state such and why, and provide audited or accountant-prepared income statements and balance sheets for the last three years, and if the information is older than 90 days, include current internal income statement(s) and balance sheet(s) for the years(s) for which audited or accountant-prepared statement(s)/balance sheet (s) are not available. In any event, a current balance sheet and YTD income statement must be supplied.
- ☐ Company business plan and/or financial documents which must include pro forma balance sheets, income statements and monthly cash flow statements with supporting assumptions for at least the period required for job creation. Identify the person preparing them, their expertise and experience in the business area involved and state the assumptions on which income projections are based.
- ☐ Signed commitment letters from all financing sources indicated as providing match funding for the project. Letters of Commitment must include the amount of funds committed to the project, the use of those funds and the terms and conditions under which the funds are being committed. Business/owner/partner committing personal matching funds must provide documentation (i.e., bank statement) showing that cash exists and is accessible at time of application.
- ☐ Amount of capital to be invested including name of each investor; amount of investment and written documentation or confirmation of commitment for each investor
- ☐ Opening day balance sheet showing all capital and debt
- ☐ Documentation of expertise or expertise of all involved parties
- ☐ Evidence of potential sources of revenue adequate to allow evaluation from the standpoint of likelihood and magnitude, and copies of any contract(s) anticipated to generate revenue

**If the application and financial documentation package does not contain all of the required documentation it will be deemed an incomplete application and will not be scored. Do not include any material not specifically requested in the above checklist. If supplemental information is needed it will be requested by the Office of Community Development.**



# STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT COVER SHEET AND CERTIFICATIONS Economic Development Program

Please note that all information requested in this application must be included for the application to be considered complete. Please refer to Page 8 for the Economic Development Program Application Package Requirements. The Office of Community Development (OCD) will only process complete applications. All materials submitted to OCD in connection with your EDP application shall become the property of OCD, unless otherwise requested and shall be retained or destroyed in accordance with OCD's file retention policy.

## **I. APPLICANT MUNICIPALITY INFORMATION**

Municipality:	County:
Mailing Address:	State:                      Zip Code+4:
Manager/Contact Person:	E-Mail:
Phone:	Fax:
Applicant Municipality DUNS (Dunn & Bradstreet) #: (visit <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> if business needs to obtain a number)	

## **II. APPLICANT BUSINESS INFORMATION**

Legal Name of Business:			
Legal Address of Business where jobs will be created and/or retained:			
Town/City:	State:	Zip Code:	County:
Manager/Contact Person:			
Phone:		Fax:	
Email:		Website:	
Please check if you <input type="checkbox"/> Own <input type="checkbox"/> Lease <input type="checkbox"/> Rent			
Square Feet:	Monthly Payment:	Replaced by New Facility <input type="checkbox"/> Yes <input type="checkbox"/> No	
Federal Employer Identification Number:   _ - _ _ _ _ _ (of applicant business)			
Applicant Business DUNS (Dunn & Bradstreet) #: (visit <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> if business needs to obtain a number)			
Is the Applicant Business currently in bankruptcy proceedings? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the Applicant Business or any owner of more than 20% of the Applicant Business been in bankruptcy proceedings in the last ten years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the answer to either of the above is "Yes," please give particulars, including the court location and docket # of the proceedings.			

Type of Entity: ☐ C Corp ☐ S Corp ☐ Sole Proprietorship ☐ Partnership  
☐ Limited Liability Company (list "type"): ☐ Other (list):

State of Organization:

**III. BUSINESS OWNERSHIP (attach additional sheets as necessary)**

Name and Title:

% of Ownership:

Legal Address:

Annual Compensation:

Name and Title:

% of Ownership:

Legal Address:

Annual Compensation:

**IV. PROPOSED SOURCES AND USES OF FINANCING**

Sources:	Amount:	Uses:	Amount:	
Bank	\$		\$	
Owner Cash Contribution	\$		\$	
CDBG	\$		\$	
Other (Specify)	\$		\$	
<b>Total Project Cost</b>	<b>\$</b>	<b>Total Project Cost</b>	<b>\$</b>	

**V. PROPOSED COLLATERAL**

**Available to secure job creation or job retention connected with the grant of CDBG funds in the event DECD elects to secure such requirement/repayment with assets of the Applicant business for a term of up to five years; to secure CDBG Economic Development Program Funds**

Type/ Description	Existing Lienholder	Outstanding Balance	Available Collateral	

**VI. SUMMARY OF BUSINESS EMPLOYMENT AND BENEFITS**

**Current Employment:** Full-Time #  Part-Time#

**Projected Employment Increases Over Next 12 Months:** Full-Time #  Part-Time #

**Minimum Starting Hourly Wage:** Full-Time \$  Part-Time \$

In determining CDBG National Objective compliance with job creation/retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). A FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

Number of positions to be created as part of this development project by job classification identifiers:

Managerial/Officer  Professional  Technical  Sales  Clerical/Office

Craftworker  Operatives  Laborer  Service Worker

<b>VII. CERTIFICATION BY AUTHORIZED OFFICIAL OF MUNICIPALITY AND BUSINESS</b>		

## **1. State Certifications**

- a. To the best of my knowledge and belief, the information in this Application is true and correct;
- b. the governing body of the applicant has duly endorsed the document;
- c. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- d. will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- e. will comply with all applicable State laws and regulations.

## **2. Federal Certifications**

- a. will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;
- b. will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:
  - (i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or
  - (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.
- c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;
- d. will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;
- e. will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;
- f. is not listed on U. S. Department of Labor's Debarred and Suspended Contractor's List and will not employ contractors or subcontractors on this list;
- g. will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and
- h. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities, per 24 CFR Part 570.611.
- i. Jobs created/retained must be in the community applying for the EDP award, new jobs to that community and not associated with any other branches of the assisted business located in another community.
- j. Transfer positions cannot be counted toward the job creation/retention requirements.
- k. All projects must document that at a minimum, 51% of all jobs created or retained as a result of the funded activity must be taken/held by persons of low and moderate income as defined by HUD.
- l. The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applications on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); and because all or parts of the applicant's income is derived from any public assistance program; or because the applicant has, in good faith, exercised any rights under the Consumer Credit Protect Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission. If a person believes that he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Washington DC 20580.
- m. I/We understand that by signing this application I/We authorize the Maine Office of Community Development (OCD) to make inquiries as needed to verify the accuracy of the information and to determine creditworthiness. I/We certify the information is true and accurate and is provided for the purpose of

obtaining a grant and/or loan. OCD will maintain the confidentiality of this information and it will not be released without authorization.

**3. CDBG Program Certifications.**

The Municipality certifies that (1) it is capable of investigating the Applicant Business and the proposed Development Project to determine that the job creation and/or job retention requirements can be met, (2) it has investigated the Applicant Business and the proposed Development Project and determined that the job creation and/or job retention requirements can be met, (3) the EDP assistance to the Applicant Business is for a Development Project that is necessary and appropriate, (4) the EDP assistance to be provided is commensurate with the community benefits that will accrue from the Development Project, and (5) the Municipality will comply with the documentation requirements for jobs created and/or jobs retained and are cognizant of the requirements that should the intended Job Creation/Retention National Objective of the CDBG program; (6) understand that DECD may elect to secure such requirement/repayment with assets of the Applicant Business for a term of up to five years should this project be approved for funding; and (7) it and the applicant fully understand that DECD may deduct from the amount of any Grant the cost of legal fees associated with the review, underwriting and securing of collateral should this project be approved for funding.

**4. Liabilities:**

The borrower has no liabilities except as contemplated by this grant and/or loan agreement and fully disclosed in the borrower's financial records as presented to the Government (in your case, DECD). Such financial records are true and correct. No data was withheld and no material adverse change in the borrower's financial position has occurred which would adversely effect such statements. The borrower's assets are not less than its liabilities as determined in accordance with generally accepted accounting principles and the borrower is solvent.

**5. Litigation and Taxes:**

There are no actions, suits or proceedings pending or, to the knowledge of the borrower, threatened against or affecting the borrower at law or in equity before any court or administrative officer or agency which might result in any material adverse change in the business or financial condition of the borrower. The borrower is not in default (a) in the payment of any taxes levied or assessed against it or any of its assets or (b) under an applicable statute, rule, order, decree, writ, injunction or regulation of any governmental body (including any court).

Signature of Authorized Municipal Official:	Name:
Date:	Title:
Signature of Authorized Business Representative:	Name:
Date:	Title:

# Community Development Block Grant Economic Development Program

## EDP PROJECTS IN SUPPORT OF RETAIL BUSINESSES

OCD may accept an EDP application in support of a retail business activity only under the following limited conditions:

- (1.) The retail business represents the provisions of new products and services previously unavailable in the community or is a tourism-related business; and
- (2.) The development or expansion of the retail business represents a net economic gain for the community and the region. Applications supporting a retail business or businesses are required to certify that the development represents a new overall gain for the region economy and not a shift from existing established businesses to a new or expanded one; and
- (3.) The retail business is located in either a downtown district meeting the definition of Public Law 776 enacted by the 119<sup>th</sup> legislature; or a designated local growth area contained in an adopted and consistent comprehensive plan; and
- (4.) At least 50% of the jobs created by the retail business must be full-time jobs.

Signature of Municipal Official:	Name:
Date:	Title:
Signature of Business Representative:	Name:
Date:	Title:



# Community Development Block Grant Economic Development Program

## GRANTEE/BUSINESS ASSURANCES JOB CREATION

The Business (as identified below), having applied for funding from the Municipality (as identified below) through the Maine Community Development Block Grant (CDBG) Program agrees to create a minimum of \_\_\_\_\_ new jobs above the employment baseline within approximately a 12 month period from the time the CDBG EDP application is notified of grant award. The specific job creation deadline date will be stated in the CDBG contract between the Municipality and the State of Maine. The Business also agrees that at least 51% of the new full-time and full-time equivalent jobs must be taken by qualified low-to-moderate income (LMI) persons in compliance with the Maine CDBG program rules, regulations and policies. The Business will verify the job creation achievements and assist the Municipality in compiling the appropriate documentation as required by the Maine CDBG Program.

In determining CDBG National Objective compliance with job creation only **Permanent** jobs may be counted; temporary jobs may not. Full-time jobs require a worker to work at least 1750 hours per year. Part-time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full-Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

**It is understood by the Business and the Municipality that, in the event the job creation goals are not met within the prescribed time frame and according to the regulations of the State of Maine Community Development Block Grant Program, the State of Maine will exercise its right and seek repayment from the Municipality in accordance with the contract provisions and the Municipality may exercise its rights and seek repayment in accordance with the default provisions contained in any agreement it may have with the Business.**

Having read and fully understanding the requirements set forth in this agreement, the undersigned agree to the job creation requirements contained herein, and to comply with all regulations of the U.S. Department of Housing and Urban Development and the State of Maine governing this program including submission of quarterly status reports regarding job creation benefit.

Signature of Municipal Official:	Name:
Date:	Title:
Signature of Business Representative:	Name:
Date:	Title:

# Community Development Block Grant Economic Development Program Matching Funds Table

Funding Source	Grant/Loan	Amount	Terms of borrowing or bond sale
	TOTAL:	\$	

**Submit a copy of this Matching Funds Table and all letters of commitment with the original application.**

## INSTRUCTIONS FOR COMMITMENT LETTERS

Economic Development Program applicants must provide sufficient evidence that all other financial commitments are in place for this project. To meet this requirement, letters of commitment must be submitted with the application and must include the following elements as appropriate to the type of project being considered:

1. The individual signing the commitment letter must identify their authority to commit the resources necessary to this proposal and provide documentation of same.
2. Indication that the loan has been approved by the individuals or committees, corporate board etc., empowered to lend the stated commitment and provide documentation of same.
3. Indication that the institution/entity will lend the funds subject to any conditions such as:
  - Loan amount
  - Term of loan
  - Loan interest rate
  - Guarantee and insurance requirements
  - Collateral or security for loan
  - Use of loan funds
  - Expiration date of commitment
  - Reasons why additional funds will not be provided
  - Business/owner/partner committing personal matching funds must provide documentation (i.e., bank statement) showing that cash exists and is accessible at time of application

Commitments from public financing sources must approximate as closely as possible the content of a commitment letter from a private financial source. If the public source requires a formal acceptance of the loan or grant conditions, an executed acceptance notice must be included with the commitment letter.

### **Equity**

For applicants who have committed equity in the project explain the nature of the equity injection, particularly the conditions for its use and repayment. Include as a commitment letter as described for commitments.

# Community Development Block Grant Economic Development Program

## Budget Summary

Cost Category	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	CDBG	Local	State	Utility	Federal	Other	Total
Acquisition (if allowable)							
Clearance/Demolition							
Site Improvements							
New Building Construction							
Building Renovations							
Water/Sewer Improvements/Drainage							
Lighting							
Roads & Streets							
Parking							
Utility Lines/Fiber Optics							
Rail Lines & Spurs							
Equipment							
Inventory							
Fixtures							
Working Capital							
Professional Fees							
Legal Expenses							
Inspection							
Architectural/Engineering							
Other (List)							
1.							
<b>TOTAL COSTS</b>							

### Directions for Completing Budget Summary

- For each applicable cost (cash and in-kind) in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-6.
- List the total dollar amount for each cost category in column 7, Cost Category Total
- Enter the total of all Cost Category amounts in column 7 in the TOTAL COSTS box directly under column 7.
- Submit a copy of this Summary with the original application.

# Community Development Block Grant Economic Development Program

## CONSUMER CREDIT AUTHORIZATION

You have submitted a request to the Department of Economic and Community Development (DECD) to provide financing through the Office of Community Development administered Community Development Block Grant Program.

The DECD designee's procedure for reviewing this kind of request include the purchase and review of credit reports, which include information on both the Business, and primary principals of businesses. A primary principal is any person having an ownership interest in the company of twenty percent (20%) or more. Prior to ordering these reports the DECD must have written permission from each primary principal. Please sign below acknowledging notification of the DECD's intent to order consumer credit information in the Business and/or your name and providing your permission to do so.

The DECD will not proceed with review of the financing request without these reports. Therefore, this form must be signed by all applicable individuals and included with your application.

Thank you in advance for your cooperation.

**The undersigned acknowledges the above and gives permission to DECD and/or its designee to acquire any consumer credit information or reports it requires in connection with the above referenced application for financing assistance.**

Signature:	Printed Name:
Title:	Date:
Ownership Percentage:	Social Security Number:

# Community Development Block Grant Economic Development Program

## Financial Summary Statement (not required for municipally owned projects)

Provide the following information on the current obligation of the Business to be assisted for the following:

Current Debt	Debt Holder	Rate/Term	Payment	Collateral

Proposed new obligations of the Business after EDP assistance:

Proposed Debt	Debt Holder	Rate/Term	Payment	Collateral



# **APPENDIX A-B**

## **APPENDIX A**

### **Responses to Questions (Maximum of 6, 8½ by 11 sheets allowed)**

#### **Problem Statement**

##### **Scope**

- Detail the problems or needs facing the community/business to be assisted.
- Tell how these problems relate to job creation or job retention activities.
- Describe how the overall financial viability of the community/business is affected by the problems or needs.

##### **Impact**

- Emphasize the importance of the affected business in relation to the stability of the community/region and its current financial well being including property tax analysis before and after the proposed activities.

##### **Need**

- Include a narrative that highlights any recent efforts by the community/business to assist job creation/retention activities. The application must describe, in detail, the need for program assistance; stating why the project cannot proceed without program participation, and why EDP funds will provide the necessary **gap** financing.

#### **Solution**

**Project Description** Detail the activities that the community/business will undertake using EDP funds to resolve the problems/needs presented in the Problem Statement.

- Identify, in detail, the **specific** equipment to be purchased or installed, and/or **specific** plan for working capital using EDP funds.
- Explain how the solution directly solves the identified problems/needs.
- Include a firm figure of the number of jobs to be created or retained as a result of the project, and how these jobs relate to persons of low/moderate income.
- Clearly state the amount of EDP funds sought and how they will fit into the overall financing for the project.

- Include a graphic description (aerial photo, map, and sketch) of the sites involved. Provide a generalized location of the site relative to the community and a copy of a floodplain map showing the project location. Include existing and proposed site and/or building improvements.

### **Effect on Assisted Business**

- Describe the effect the EDP award, and completion of the project will have on the ability of the community/business to remain competitive and create/retain quality jobs.
- Describe the market including identification of competitors, price structure, resource availability, operating/manufacturing costs, transportation costs, demand, and other factors influencing the marketability of the product or service proposed. Also identify all project risks and the extent of the risks.

### **Project Timeline and Feasibility**

- Describe how the project is assured of successful completion within 12 months.
- Identify what work, such as pre-engineering, construction and improvements, or fixture purchases that have been completed, or are in process, and exactly how these relate to the proposed EDP project.
- Provide background information (including resumes) for the owners and/or managers of the business and specific information about the skills and experiences of the owners and/or managers as related to the successful management of the business and proposed project.
- Include a concise timetable for project implementation.

### **Citizen Participation**

#### **Public Hearing Process**

- Describe how citizen participation contributed to the actual development of this application, including how the required public hearing contributed to the process. **(Submit a public hearing record consisting of the published public hearing notice, hearing minutes, and attendance list with the original application.)**
- **Business/Local Involvement** Outline other input from businesses, chambers of commerce, development organizations, local groups and individuals have had in increasing the citizen participation process for the proposed project.
- Highlight how the use of any media (TV, radio, newspapers, etc.) increased public awareness and participation in the EDP project.

**Opportunity Zone Priority – 3 bonus points** will be assigned to each applicant community, in which an identified project is located within a certified Opportunity Zone location at time of application.

**Final Score.** EDP applications will be awarded funding based on the consensus of the review team together with the analysis completed by OCD's financial underwriter.

## APPENDIX B

### SAMPLE PUBLIC HEARING NOTICE TO COMPLY WITH TITLE VI REQUIREMENTS

#### Public Hearing Notice

The City/Town of \_\_\_\_\_

The City/Town of \_\_\_\_\_ will hold a Public Hearing on \_\_\_\_ (date) \_\_\_\_, at \_\_\_\_ (time) \_\_\_\_, at the \_\_\_\_ (location) \_\_\_\_ to discuss an application being submitted to the State of Maine CDBG program for a \_\_\_\_ (specific name of grant program) \_\_\_\_ . The purpose of the request is to \_\_\_\_ (state purpose) \_\_\_\_ . Public comments will be solicited at this Hearing and will be submitted as part of the application's required documentation.

All persons wishing to make comments or ask questions about the proposal are invited to attend this Public Hearing. Comments may be submitted in writing to: \_\_\_\_ (name of contact, address) \_\_\_\_ at any time prior to the Public Hearing. TDD/TTY users may call \_\_\_\_ (list local TTY number or 711) \_\_\_\_ . If you are physically unable to access any of the City's/Town's programs or services, please call \_\_\_\_ (list local contact and phone number) \_\_\_\_, so that accommodations can be made.



**THIS MATERIAL IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST**

**BY CONTACTING:**

**OFFICE OF COMMUNITY DEVELOPMENT  
111 SEWALL STREET, 3<sup>RD</sup> FLOOR  
59 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0059  
TELEPHONE (207) 624-7484  
TTY: 1-800-437-1220**

**ALSO AVAILABLE ON THE OFFICE OF COMMUNITY DEVELOPMENT WEB SITE:**

**[www.meocd.org](http://www.meocd.org)**

**The Maine State CDBG Program is Funded by:**

