

State of Maine  
Community Development  
Block Grant Program



**2024 Economic Development Program  
Letter of Intent to Apply  
Due the First of Each Month Starting July 1, 2024**

Letters of Intent must be submitted via email to: [ocd.loi@maine.gov](mailto:ocd.loi@maine.gov). Please enter “EDP LOI” in the subject line.

All communities wishing to apply for assistance under the 2024 Economic Development Program must use this Letter of Intent to document compliance with requirements established by Title I of the Housing and Community Development Act of 1974, as amended and the State of Maine CDBG program. Applicants who submit a completed Letter of Intent deemed to be fully compliant will be notified by OCD that they are eligible to submit a full application. Eligibility to submit a full application does not imply final project approval or funding. **Funds will not be available until after July 1, 2024.**

**EDP PROJECT PARTICIPANTS**

**Legal Applicant (Community):**

<b>Applicant:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>Fax:</b>	
<b>City, ZIP+4:</b>		<b>E-Mail:</b>	
<b>Contact:</b>			
<b>UEI SAM.gov #:</b>	Applicant UEI (SAM.gov) #: (Visit <a href="https://sam.gov">SAM.gov</a>   <a href="#">Entity Registrations</a> to obtain a number)		
<b>OCD Staff Consultation (Name and Date of Consultation Required):</b>			

**Business to be assisted:**

<b>Business</b>		<b>Phone:</b>	
<b>Address:</b>		<b>Fax:</b>	
<b>City, ZIP:</b>		<b>E-Mail:</b>	
<b>Contact:</b>		<b>Title</b>	
<b>UEI SAM.gov #:</b>	Applicant UEI (SAM.gov) #: (Visit <a href="https://sam.gov">SAM.gov</a>   <a href="#">Entity Registrations</a> to obtain a number)		



Occupation/Job Title	# Of Jobs	Work Location	Hire Date	Hourly Salary	Job Class #

In determining CDBG National Objective compliance with job creation only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require an employee to work at least 1750 hours per year. Part time jobs require an employee 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.

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
ECONOMIC DEVELOPMENT PROGRAM LETTER OF INTENT**

**GRANTEE/BUSINESS ASSURANCES**

**JOB CREATION**

The Business \_\_\_\_\_ (as identified below), having applied for funding from the Town/City of \_\_\_\_\_ (as identified below) through the Maine Department of Economic and Community Development, assures that it has discussed CDBG job creation project goals and requirements with the municipality. The Municipality is assured that \_\_\_\_\_ jobs **will be created**. The Business (as identified below) assures that these jobs will be created and that timely and completed documentation will be provided to the Municipality necessary to verify job creation achievements. Both the Municipality and the Business assure that low and moderate-income persons will take at least 51% of the jobs created.

In determining CDBG National Objective compliance with job creation only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require an employee to work at least 1750 hours per year. Part time jobs require an employee 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.

**All job creation information reported on this form will be reviewed by OCD.**

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
Signature of Municipal CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business

\_\_\_\_\_  
Signature of Business CEO

\_\_\_\_\_  
Date



## EDP PROJECTS IN SUPPORT OF RETAIL BUSINESSES

**EDP applications in support of a retail business must attach written documentation to this Letter of Intent for each of 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 in either a downtown district meeting the definition of PL 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.

**\*Projects seeking over \$100,000 in CDBG EDP funds must request a waiver from the Office of Community Development (OCD) and have received approval of that waiver from OCD prior to the submission of the EDP Letter of Intent.**

# Applicant & Business Certifications

As an authorized official of the applicant community and/or business, I certify under the penalties of perjury that:

1. To the best of my knowledge and belief, all information contained in this Letter of Intent and all attached documentation is true and correct and current as of the date signed below.
2. This Letter of Intent complies with all applicable State and federal laws and regulations.
3. All parties signing this Letter of Intent are cognizant of the requirements that should the intended Job Creation/Retention National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; 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 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. There are no actions, suits or proceedings pending or, to the knowledge of the borrower, threatened against or affecting the applicant and/or business 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).
5. With the exception of administrative or personnel costs, 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.
6. Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

Signature of Chief Executive Officer:	Printed or Typed Name:
Name of Applicant <b>Community</b> :	Date:
Signature of Chief Executive Officer:	Printed or Typed Name:
Name of Applicant <b>Business</b> :	Date:

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
ECONOMIC DEVELOPMENT PROGRAM LETTER OF INTENT**

**GRANTEE/BUSINESS ASSURANCES**

**JOB RETENTION**

The Business \_\_\_\_\_ (as identified below), having applied for funding from the Town/City of \_\_\_\_\_ (as identified below) through the Maine assures that it has discussed job retention project goals with the applicant business. The Municipality is assured that \_\_\_\_\_ jobs **will be retained for a period of no less than two years from the date of the CDBG contract between the municipality and the State of Maine.** The Business (as identified below) assures that these jobs will be retained and that timely and completed documentation will be provided to the Municipality necessary to verify job retention achievements. Both the Municipality and the Business assure that low and moderate-income persons hold at least 51% of the jobs retained.

In determining CDBG National Objective compliance with job retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require an employee to work at least 1750 hours per year. Part time jobs require an employee 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.

**All job retention information reported on this form will be reviewed by OCD.**

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
Signature of Municipal CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business

\_\_\_\_\_  
Signature of Business CEO

\_\_\_\_\_  
Date

**The applicant must attach documentation to this form (such as public announcement of lay-offs, public announcement of imminent closure, financial records) of impending job loss without CDBG Program assistance.**



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**JOB RETENTION SUMMARY DOCUMENTATION**

TO BE DETERMINED BY EMPLOYEE SURVEY AND VERIFIED THROUGH SUPPORTING DOCUMENTATION

JOB TITLE	Job Class*	# JOBS RETAINED Qualified		# LMI JOBS RETAINED		# NON LMI JOBS RETAINED	
		full time	part time	full time	part time	full time	part time

**All existing employees must be surveyed prior to making application to determine LMI status and establish an employment baseline for future reference.  
All job retention information reported on this form must be submitted for reviewed by OCD.**

**\* Attach a job description for each job title for which a position will be retained and use the job category definition numbers outlined below to indicate job class.**

The above information has been compiled using the individual surveys of all affected employees of the Business (as identified above).

This survey was based on family income as defined by the HUD Low/Moderate Income Limits, which apply to the Community Development Block Grant (CDBG) Program. To the best of my knowledge, all information represented above is true and factual. Assurances are also given that “Clear and Objective” evidence exists documenting the above jobs would actually be lost without CDBG Program funding, and that this evidence exists in the form of a notice issued by the assisted party to affected employees, a public announcement, relevant financial records, or other form acceptable to the Department of Economic and Community Development.

\_\_\_\_\_  
Signature of Human Resources Officer

\_\_\_\_\_  
Date

## JOB CATEGORY DEFINITIONS AND CLASS NUMBERS

1. **Officials and Managers** – Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm’s operations. This includes Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.
2. **Professional** – Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background include accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
3. **Technicians** – Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
4. **Sales** – Occupants engaging wholly or primarily in direct selling. This includes advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers, demonstrators, and retail sales workers; and salesclerks, grocery clerks and cashiers; and kindred workers.
5. **Office and Clerical** – Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.
6. **Craft Worker (skilled)** – Manual workers of relatively high-level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors, and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, composers and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

## **JOB CATEGORY DEFINITIONS AND CLASS NUMBERS (continued)**

7. **Operatives (semi-skilled)** – Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer’s furnaces workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.
  
8. **Laborers (unskilled)** – Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.
  
9. **Service workers** – Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses’ aides and orderlies), barbers, chair workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.