

## CHECKLIST FOR MUNICIPAL TAX INCREMENT FINANCING (MTIF) APPLICATION

\*\*DO NOT include with application submission.

CHECKED	APPLICATION	Application must include/address the following:
<input type="checkbox"/>	1) TIF Name	<ul style="list-style-type: none"> <li>▪ When naming a TIF district:                             <ul style="list-style-type: none"> <li>○ Refrain from including the word “Downtown” for TIFs not seeking a Downtown TIF designation pursuant to Title MRS 30-A §5222(9)</li> <li>○ Include the word “Omnibus” when multiple CEAs may be offered.</li> </ul> </li> </ul>
<input type="checkbox"/>	2) Application submission must consist of a single <u>unbound</u> original copy with A-Z tabs for exhibits.	<ul style="list-style-type: none"> <li>▪ A-Z tabs for exhibits must be included.</li> <li>▪ Do not print on both sides of page.</li> <li>▪ One application per district designation. <b>Please note:</b> one application for multiple districts <b>will not</b> be accepted.</li> <li>▪ Verify all Sections have been completed.</li> <li>▪ Verify information is consistent throughout application, including Exhibits (i.e. OAV, CAV, District acres, etc.)</li> <li>▪ For Exhibit (s) J-N, remove any non-applicable Exhibit(s)</li> </ul>
<input type="checkbox"/>	3) Table of Contents	<ul style="list-style-type: none"> <li>▪ <b>After application is completed</b>, follow the instructions below to automatically update the Table of Contents page numbers:                             <ol style="list-style-type: none"> <li>1. In Microsoft Word, go to top of page and click on “References” tab.</li> <li>2. Under “References” tab, very left-hand side, go to “Table of Contents” section.</li> <li>3. Left click mouse on “Update Table.”</li> <li>4. A gray rectangle box will pop up named “Update Table of Contents” at top.</li> <li>5. Click on the circle beside “Update entire Table”</li> <li>6. Click OK.</li> </ol> </li> </ul>
<input type="checkbox"/>	4) Section 1- Cover Letter and Application Cover Sheet	<ul style="list-style-type: none"> <li>▪ Signature must be of an authorized municipal official, such as the municipal mayor or manager.</li> <li>▪ Must be an original signature.</li> <li>▪ If municipality includes a separate cover letter:                             <ul style="list-style-type: none"> <li>○ Address letter to Commissioner, but mail to the attention of the Development Program Officer;</li> <li>○ Include the words, “I certify...;” “...true and correct to the best of my knowledge;”</li> <li>○ Do not use “we,” use “I.”</li> </ul> </li> </ul>
<input type="checkbox"/>	5) Section 4- Employment Goals	<ul style="list-style-type: none"> <li>▪ If business is a developer, do not complete this section.</li> </ul>
<input type="checkbox"/>	6) Section 5- Development Program	<ul style="list-style-type: none"> <li>▪ Original Assessed Value (OAV) guidance:                             <ol style="list-style-type: none"> <li>1) Date District was designated by municipality/plantation: _____</li> <li>2) Date from (1) is during property tax year: 4/1/____ to 3/31/____.</li> <li>3) The OAV of the district would be the day before 4/1/____ from (2), which is 3/31/____.</li> </ol> </li> </ul>
<input type="checkbox"/>	4) Section 6 – Financial Plan	<ul style="list-style-type: none"> <li>▪ Credit Enhancement Agreement (CEA)/Contracts Terms/Conditions:                             <ul style="list-style-type: none"> <li>○ For this requirement lack of XX% will trigger a conditional approval.</li> <li>○ Municipalities seeking omnibus capacity must specify maximum reimbursement percentage within sole Council or Board of Selectmen (BOS) discretion, i.e.: “...up to 75% company or developer reimbursement within sole BOS discretion...” and include any other desired local triggers/caps.</li> </ul> </li> <li>▪ Transportation Improvements:                             <ul style="list-style-type: none"> <li>○ If there are any project costs identified in Exhibit J to improve public ways/transportation/public safety, there should be a correlating brief statement included in this section.</li> </ul> </li> </ul>
<input type="checkbox"/>	5) Exhibit A - Statutory Requirements and Thresholds	<ul style="list-style-type: none"> <li>▪ Lines A-7 and B-3 must list existing/proposed districts by individual name on file with DECD and respective acreage/OAV.</li> <li>▪ Line A-7 must include any Affordable Housing TIF districts.</li> <li>▪ Do not use local nicknames on Lines A-7/B-3.</li> <li>▪ Ensure data is consistent with Program narrative and exhibits.</li> <li>▪ Do not include any expired Districts (as of the date of this TIF’s designation)</li> <li>▪ Ensure ALL necessary lines are complete.</li> </ul>

## CHECKLIST FOR MUNICIPAL TAX INCREMENT FINANCING (MTIF) APPLICATION

\*\*DO NOT include with application submission.

CHECKED	APPLICATION	Application must include/address the following:
<p style="color: red;">The provided Exhibit pages in application can be replaced with CLEARLY marked exhibits themselves. For example, the application "Exhibit B-Assessor's Certificate" provided page can be replaced with the actual "Assessor's Certificate" ensuring "Exhibit B" is clearly marked at the top of the Assessor's Certificate page.</p>		
<input type="checkbox"/>	<b>6) Exhibit B - Assessor Certificate</b>	<ul style="list-style-type: none"> <li>▪ See Section 5, OAV Guidance.</li> <li>▪ Must include the following language:                             <ul style="list-style-type: none"> <li>○ "...taxable" original assessed value (OAV) of "\$xx,xxx" of "real" and/or "...personal" property as of "...March 31, 2019 (April 1, 2018)..." in top paragraph,</li> <li>○ total acreage of new/amended District, with table rows/columns for company/developer property OAV if any, plus call reference to any BETE property present in district but excluded from OAV;</li> <li>○ as of "March 31, YYYY (April 1, YYYY)"</li> <li>○ Ensure certificate includes map and lots of all parcels in the district, original assessed value of real or real and personal property and total District acreage.</li> </ul> </li> <li>▪ Ensure OAV dates are consistent with Program narrative and exhibits, such as Stats/Regs form or District Map.</li> <li>▪ Ensure Assessor's Certificate is signed, signature dated and original provided to DECD.</li> <li>▪ Ensure certificate is comprehensive referencing any/all previous amendments.</li> </ul>
<input type="checkbox"/>	<b>7) Exhibit C - Map of District Location within Municipality</b>	<ul style="list-style-type: none"> <li>▪ Provide a map of the <u>ENTIRE</u> municipality on one page.</li> <li>▪ Ensure map clearly shows the proposed district site location relative to the municipal boundaries.</li> <li>▪ Ensure name of map matches district's name listed in application (Section 1, #1).</li> </ul>
<input type="checkbox"/>	<b>8) Exhibit D - Map of District Boundaries</b>	<ul style="list-style-type: none"> <li>▪ Ensure map clearly delineates the boundaries of the proposed district <u>on one page</u>.</li> <li>▪ Ensure map shows clear tax map/lot numbers (additional pages can be provided for this). Only exception is downtown designation districts application, which may include detailed list as addendum to Assessor Certificate.</li> <li>▪ Ensure map is legible.</li> <li>▪ Ensure legend colors match map colors.</li> <li>▪ Ensure district name match's application.</li> </ul>
<input type="checkbox"/>	<b>9) Exhibit E - Revenue spreadsheet</b>	<ul style="list-style-type: none"> <li>▪ Include annual increased assessed value projections, annual tax increment, annual capture percentages and dollar projections; company/ developer allocation(s), if any—ending with rows for annual average and aggregate total;</li> <li>▪ Ensure date range is consistent with Program narrative.</li> <li>▪ Ensure GF Column when capture less than 100%.</li> <li>▪ Ensure allocation columns add up or are consistent with Program narrative.</li> <li>▪ Ensure properly labeled columns.</li> <li>▪ Include explanatory best-practice footnote.</li> <li>▪ If this is an amendment, provide actual-to-date captured values, clear labeled.</li> </ul>
<input type="checkbox"/>	<b>10) Exhibit F - Annual Tax Shift Spreadsheet</b>	<ul style="list-style-type: none"> <li>▪ Ensure date range consistent with Program narrative and Exhibits.</li> <li>▪ Include explanatory best-practice footnote.</li> </ul>
<input type="checkbox"/>	<b>11) Exhibit G - 10-day Notice of Public Hearing Publication Proof</b>	<ul style="list-style-type: none"> <li>▪ Provided <u>legible</u> copy of newspaper clipping, showing public hearing notice, newspaper name and date of publication.</li> <li>▪ Development Program and exhibits must be available to public on date of notice publication.</li> </ul>

## CHECKLIST FOR MUNICIPAL TAX INCREMENT FINANCING (MTIF) APPLICATION

\*\*DO NOT include with application submission.

CHECKED	APPLICATION	Application must include/address the following:
<input type="checkbox"/>	<b>12) Exhibit H - Minutes of Public Hearing</b>	<ul style="list-style-type: none"> <li>▪ Ensure Public Hearing Minutes are attested to with dated original signature</li> <li>▪ Clearly identify where it shows public hearing opened, what was said, and when public hearing closed.</li> <li>▪ If Public Hearing minutes are not clear of what was discussed at Public Hearing, provide a signed and dated statement by an authorized municipal official, on municipal letter head, to include the date of public hearing, what time it opened, what was said, and when the public hearing closed.</li> </ul>
<input type="checkbox"/>	<b>13) Exhibit I - Legislative body order/vote; Record of District Designation</b>	<ul style="list-style-type: none"> <li>▪ Council order should include vote tally.</li> <li>▪ Clearly identify/mark where council vote tally can be found.</li> </ul>
If applicable, include the following Exhibits (if not applicable, remove the following pages from the application):		
<input type="checkbox"/>	<b>14) Exhibit J - Table of Project Costs</b>	<ul style="list-style-type: none"> <li>▪ Must include spreadsheet/table containing a column to address the following:                             <ul style="list-style-type: none"> <li>○ Authorized Project/Activity as defined by Title 30-A §5225 (1-2),</li> <li>○ Cost estimate for each project/activity with sum-total,</li> <li>○ Statutory citation for each project/activity,</li> <li>○ Identification of common project costs/activities to other municipal TIF districts/program.</li> <li>○ If this is a downtown designated district, include a column identifying the page number from Downtown Redevelopment Plan that corresponds to recommendations and action items.</li> <li>○ If this is an amended application,                                     <ul style="list-style-type: none"> <li>- Include a column to report the status of each project.</li> </ul> </li> <li>○ If applicable, clearly identify prior approved projects from new projects.</li> </ul> </li> <li>▪ <b>Do not include any unauthorized project costs as defined by Title 30-A §5225 (2).</b></li> <li>▪ Sort projects by within district, outside district and within municipality.</li> <li>▪ Only list project costs allowed under Title 30-A §5225 (1) as of date of application. Do not include any project costs that may be allowed with future possible legislative changes.</li> <li>▪ Provide specifics such as expected sample projects.</li> <li>▪ Do not include unallowable project costs such as residential components, libraries, parks, fountains and community events.</li> <li>▪ Reference to support for economic development department should include “salaries” and/or “operations,” if applicable.</li> <li>▪ Reference to administrative/organizational costs should include “prorated municipal salaries,” if applicable.</li> </ul>
<input type="checkbox"/>	<b>15) Exhibit K - Comprehensive Downtown Redevelopment Plan</b>	<ul style="list-style-type: none"> <li>▪ If this is a downtown designated district, a downtown redevelopment plan, approved by legislative body, is a requirement. Comprehensive plans are unacceptable and will trigger a conditional approval.</li> <li>▪ Must provide verification of legislative body adoption of downtown redevelopment plan.</li> <li>▪ Enclose completed Downtown Redevelopment Plan Criteria Checklist</li> <li>▪ Ensure Exhibit J’s spreadsheet includes a column identifying the page number of where each project costs can be found/described in the Comprehensive Downtown Redevelopment Plan.</li> </ul>
<input type="checkbox"/>	<b>16) Exhibit L - Transit-Oriented Development District Map</b>	<ul style="list-style-type: none"> <li>▪ Map must clearly identify the transit-oriented development area and/or the transit-oriented development corridor as defined by Title 30-A §5222 (22) and (23).</li> </ul>
<input type="checkbox"/>	<b>17) Credit Enhancement Agreements</b> <span style="color: red;">PLEASE NOTE:</span> CEAs are legal binding documents, DECD <span style="color: red;">does not</span> provide legal advice.	<ul style="list-style-type: none"> <li>▪ Only if an amendment <span style="color: red;">AND</span> not already provided to DECD, include a copy of any executed CEAs (do not provide draft copies)</li> <li>▪ Ensure dates, reimbursement terms, OAV, etc. are consistent with information outlined in program.</li> <li>▪ Include completed a Section 3, from DECD MTIF application, with each CEA.</li> <li>▪ If CEA is with a company, include a completed Section 4, from DECD MTIF application, with each CEA.</li> </ul>