



Department of Economic and Community Development (DECD)
Municipal Tax Increment Financing (MTIF)
Application Frequently Asked Questions



Refer to MRS 30-A §5221 - §5235 and Rule 19-100 for further information.

1. Does a MTIF application have a due date?

Yes, to establish the original assessed value specified in the municipality's development program, a municipality must submit its application to DECD by March 1 of the property tax year in which the municipality designates the tax increment financing district, unless the Commissioner, if requested by the municipality before March 1, authorizes submission after March 1 but before March 31. [Rule 19-100, Section 2 (C)]

2. Should multiple copies of an application be sent to DECD?

No. Send only ONE copy of an application to: DECD/Office of Business Development (MTIF)
111 Sewall Street
Augusta, ME 04330

*It is not necessary to mail a copy of an application to multiple people at DECD.

3. Can joint applications, original or amended, be submitted?

No, joint applications will not be accepted. Each application, whether original or an amended, must be submitted individually.

4. Is there a DECD MTIF application?

Yes, please [click here](#) for the DECD application.

5. Should a cover letter be included?

Section 1-Applicant Cover Letter and Cover Sheet Information is part of the DECD MTIF application.

6. What are allowable project costs/activities?

Refer to MRS Title 30-A §5225 (1)-(3).

7. When is the Original Assessed value established?

"Original assessed value" means the taxable assessed value of a development district as of March 31st of the tax year preceding the year in which it was designated by the legislative body of a municipality or a plantation [MRS Title 30-A §5222 (13)]. A completed application must contain current information regarding the assessed value of the district as of the March 31st immediately preceding the date of completed application to the Department.

Original Assessed Value guidance:

- a. Date District is designated by municipality/plantation: _____
- b. Date from (a) is during property tax year: 4/1/____ to 3/31/____.
- c. The OAV of the District would be the day before 4/1/____ from (b), which is 3/31/____.

For example, if a town designated a TIF on January 7, 2020:

- a. Date District designated by municipality/plantation: 1/7/2020
- b. Date from (a) is during property tax year: 4/1/2019 to 3/31/2020.
- c. The OAV of the District would be the day before 4/1/2019 from (b), which is 3/31/2019).



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8. What if a TIF District is being considered in an Unorganized Territory, who acts as the “municipality?”

For the purposes of submitting a TIF application, a county may act as a municipality for the unorganized territory within the county and may designate development districts within the unorganized territory. The county commissioners act as the municipality and as the municipal legislative body, the State Tax Assessor acts as the municipal assessor and the unorganized territory fund receives the funds designated for the municipal general fund. [MRS Title 30-A §5235]

9. Regarding the TIF application process, what information needs to be available to the public?

The complete Development Program of an original or amended application, including all exhibits, must be available to the public on the date of publication of the Notice of the Public Hearing, published minimally 10-days prior to the Public Hearing.

10. When is an amended application needed?

Any changes to an approved tax increment financing district and/or development program require an amendment. Examples of such amendments include, but not limited to, alteration of the district boundaries; addition or deletion of project costs to be financed from tax increment revenues; and increase or decrease in the amount of indebtedness to be repaid from tax increment revenues.

11. What is needed for an amended application?

A completed DECD application with all exhibits found by [clicking here](#).