The legislature finds a need for new development in areas of municipalities and plantations to: (A) Provide new employment opportunities; (B) Improve and broaden the tax base; and (C) Improve the general economy of the State. The municipal tax increment financing (TIF) program, established under 30-A M.R.S.A. Chapter 206 §5221-5235, is designed to assist municipalities and plantations to develop a program for improving a district of the municipality or plantation: (A) To provide impetus for industrial, commercial, transit-oriented or arts district development, or any combination; (B) To increase employment opportunities; and (C) To provide the facilities outlined in the development program adopted by the legislative body of the municipality or plantation. The TIF Statute provides that before final designation of a tax increment financing district, the Department of Economic and Community Development (DECD) commissioner shall review the proposed district and development program to ensure compliance with statutory requirements.

Before designating a development district within the boundaries of a municipality or plantation, or adopting a development program for a designated development district, the municipal or plantation legislative body or the municipal or plantation legislative body’s designee must:

1. Hold at least one public hearing,
2. Publish notice of the hearing at least 10 days before the date of the hearing in a newspaper of general circulation within the municipality or plantation,
3. At the hearing, the legislative body of a municipality or plantation must consider:
   1. Whether the proposed district or development program will contribute to the economic growth or well-being of the municipality or plantation or to the betterment of the health, welfare, or safety of the municipal or plantation inhabitants,
   2. Any claim by an interested party that the proposed district or development program will result in a substantial detriment to that party’s existing business in the municipality or plantation and produces substantial evidence to that effect.

Mail completed form, with tabs separating exhibits, to:

Department of Economic & Community Development

c/o: Tina Mullins- MTIF

Burton Cross Building, 3rd Floor

111 Sewall Street

Augusta, ME 04330-6830

**(e-mailed forms are not accepted)**

(Revised 6/2024)

**Municipalities wishing to create a municipal tax increment financing district to fund development programs must provide the DECD Commissioner a completed Department of Economic and Community Development Municipal Tax Increment Financing District and Development Program Fillable Form, or a District development program which contains equivalent information, including all attachments as noted below, in the order listed:**

1. Table of Contents
2. Completed Department of Economic and Community Development Municipal Tax Increment Financing District and Development Program Fillable Form
3. Exhibit A: Statutory Thresholds and Requirements form, provided by DECD
4. Exhibit B: Assessor’s Certificate of Original Assessed Value
5. Exhibit C: Map of District Location within Municipality
6. Exhibit D: Map of District Boundaries
7. Exhibit E: Annual Revenue Spreadsheet
8. Exhibit F: Annual Tax Shift Spreadsheet
9. Exhibit G: Copy of 10-Day notice of public hearing, including name and date of publication
10. Exhibit H: Minutes of Public Hearing, attested to with dated signature
11. Exhibit I: Record of District designation and Development Plan adoption by municipal legislative body

**If applicable,**

1. Exhibit J: Project Costs Spreadsheet

* Refer to “Checklist For MTIF District and Development Program Fillable Form” for required information

1. Exhibit K: For a Downtown MTIF District, include a comprehensive Downtown Redevelopment Plan with the completed Downtown Redevelopment Plan Criteria Checklist and verification the municipal comprehensive Downtown Redevelopment Plan was adopted by the municipal legislative body
2. Exhibit L: For Transit-Oriented Development District, include a map clearly identifying transit facilities plus areas and corridors respective of §5222 (20), (22) & (23)
3. Exhibit M: If an amendment and not already provided, a copy of any executed credit enhancements agreements.
4. Exhibit N: Copy of any municipality/plantation TIF policy

**\*\* Refer to “Checklist for MTIF District and Development Program Fillable Form,”** available at the [DECD website](https://www.maine.gov/decd/MTIF),

* **To ensure form completeness,**
* **For the Table of Contents page, after completing the form, for instructions to automatically update the page numbers**

**Do not include pages i and ii in the District and Development Program submission to the DECD Commission.**

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## **Section 1- Cover Letter and Development Program Cover Sheet**

1. Name of municipal tax increment financing (TIF) district and development program: Click here to enter text
2. This is an Choose an item. If an amendment, what amendment number? Choose a number.
3. Is this a Downtown designated TIF? Choose an item.

If yes, provide the following information regarding the *Downtown Redevelopment Plan:*

* 1. Name: Click here to enter text
  2. Date approved by municipal legislative body: Click to enter a date. (Include verification of this approval with Exhibit I)

The Downtown Redevelopment Plan must contain the components outlined in the DECD “Downtown Redevelopment Plan Criteria Checklist”

1. Is this development district considered a/an [check the appropriate box(es)]?

  

If this is a transit-oriented development designation, a map is required identifying transit facilities plus areas and corridors pursuant to MRS 30-A §5222(20), (22) & (23). (Exhibit L)

1. Municipality name: Click here to enter text.
2. Municipality address: Click here to enter text.
3. Municipality county: Choose an item.
4. Municipal telephone number: Click here to enter text.
5. Municipal official’s name: Click here to enter text.
6. Municipal official’s title: Click here to enter text.
7. Municipal official’s e-mail address: Click here to enter text.
8. If different from #9 above, contact person/consultant: Click here to enter text.
9. Municipal contact/consultant phone number: Click here to enter text.
10. Municipality contact/consultant e-mail address: Click here to enter text.
11. Municipality’s assessor’s name: Click here to enter text.
12. Municipality’s assessor’s e-mail address: Click here to enter text.

The municipal official named below, certifies he/she has the authority to submit this Development Program (form/proposal/application) to DECD and further certifies all the information contained in this Development Program and its attachments, are true and correct to the best of his/her knowledge.

Signature Date

Print municipal official’s name & title

## **Section 2 - Purpose of District designation and Development Program adoption**

1. Provide a brief, “headline” explanation of the purpose of designating this MTIF District and adopting an associated development program. If this is an amendment, provide an explanation of the changes to the District and/or Development program.

Click here to enter text.

1. By designating this municipal tax increment financing (MTIF) District, and adopting a related development program, whether this is an original or an amendment, provide an understanding of the means and objectives to provide new employment opportunities, retain existing employment, improve or broaden the tax base, construct or improve the physical facilities and structures, as it relates to the authorization to create a MTIF District, pursuant to MRS Title 30-A §5221 (2).

Click here to enter text.

## **Section 3 - Company/Developer Information**

A. Business General Information

[include whenever a company/developer is part of a TIF district proposal (regardless of whether a CEA is offered]:

1. Business name: Click here to enter text.
2. Business address: Click here to enter text.
3. Business phone number: Click here to enter text.
4. Business contact person: Click here to enter text.
5. Business contact person e-mail address: Click here to enter text.
6. Principal place of business: Click here to enter text.
7. Company structure (e.g., corporation, sub-chapter S, etc.): Click here to enter text.
8. Place of incorporation: Click here to enter text.
9. Name of Officer(s): Click here to enter text.
10. Name of principal owner(s) name: Click here to enter text.
11. Address: Click here to enter text.
12. Brief project description: Click here to enter text.
13. Total amount of project new investment by company/developer: Click here to enter amount.
14. Will there be a credit enhancement agreement with this business? Choose an item.

B. Disclosure, only in cases where a CEA is offered to the above business:

|  |  |  |
| --- | --- | --- |
| 1. Check the public purpose(s) that will be met by the business using this incentive: | | |
| job creation | job retention | capital investment |
| training investment | tax base improvement | public facilities improvement |
| other (list): Click here to enter text. | | |
|  | | |
| 2. Check the specific item(s) for which TIF revenues will be used by the business: | | |
| real estate purchase | machinery & equipment purchase | training costs |
| debt reduction |  | |
| other (list): Click here to enter text. | | |

## **Section 4 - Employment Goals/Data**

Company Goals for Job Creation and Job Retention. (**If a developer**, check box , and skip to Section 5)

|  |  |  |  |
| --- | --- | --- | --- |
| A. Job Creation Goals | | | |
| Occupational Cluster\* | # of Full-time Positions | # of Part-time Positions | Annual Wage Level |
| 1. Executive, Professional & Technical |  |  |  |
| 2. Administrative/Clerical Support |  |  |  |
| 3. Sales & Service |  |  |  |
| 4. Agriculture, Forestry & Fishing |  |  |  |
| 5. Maintenance, Construction, Production & Transportation |  |  |  |
| Total |  |  | Leave blank |
| B. Job Retention Goals | | | |
| Occupational Cluster\* | # of Full-time Positions | # of Part-time Positions | Annual Wage Level |
| 1. Executive, Professional & Technical |  |  |  |
| 2. Administrative/Clerical Support |  |  |  |
| 3. Sales & Service |  |  |  |
| 4. Agriculture, Forestry & Fishing |  |  |  |
| 5. Maintenance, Construction, Production & Transportation |  |  |  |
| Total |  |  | Leave blank |
| *\*See* [Occupational Cluster Descriptions](file:///F:\MTIF%20Templates\Occupational%20Cluster%20Descriptions.doc) for more information. | | | |

INSTRUCTIONS

***A. Job Creation Goals.*** Please list the number, type and wage level of jobs created as a result of the economic development incentive. NOTE: For this form, “full-time” employment means 30 hours or more; “part-time” employment means less than 30 hours. “Wage level” means the average annual wage paid for jobs created within an occupational cluster, e.g., either their annual salary, or their hourly wage times their annual hours. Also, “type” means “occupational cluster” which refers to the 12 categories listed in the “Occupational Cluster Descriptions.” Please include the number of your employees (both full-time and part-time) working within the category that most closely reflects their job duties.

***B. Job Retention Goals.***Please list the number, type and wage level of jobs retained as a result of the economic development incentive. Part B should be completed using same definitions in Part A.

## **Section 5 - Development Program**

### **Public Project(s)**

1. Will there be any public facilities, improvements, or programs financed in whole or in part by the development program? Choose an item.

### **Private Project(s)**

1. Will there be any commercial facilities, arts districts, improvements, or projects to be financed in whole or in part by the development program: Choose an item. If yes, provide a brief, clear description: Click here to enter text.

### **Duration of Development District**

1. A District term may not exceed 30 years except if at least 75% of the District’s tax increment financing revenue is used for affordable housing projects or transit-oriented development, then the District term may not exceed 50 years. Does this Development Program allocate at least 75% of the tax increment financing revenue to affordable housing projects or transit-oriented development projects?

No (District term may be up to 30 years)  Yes (District term may be up to 50 years)

* 1. District term:

Original Development Program: Click here to enter a number.

If an amendment, adding how many years? Click here to enter a number totaling how many years: Click here to enter a number.

* 1. Start date of Click to enter a date, with fiscal year Click here to enter fiscal year.

[Must begin with tax year in which development district designation is effective pursuant to MRS 30-A §5226, or the subsequent tax year (MRS Title 30-A §5224 (2)(H))]

* 1. End date of Click to enter a date, with fiscal year Click here to fiscal year .

### **Original Assessed Value**

1. Provide the taxable assessed value of the development district as of the March 31st of the tax year preceding the property tax year in which the district was designated by the legislative body. \*\*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | OAV of Real Property | | OAV of Personal Property | As of  (complete year) | Total acres | |
| Original district | |  |  |  | 3/31/ |  |  |
| Amendment:  (If applicable, with any property added/removed) | #1 | - |  |  |  | - |  |
| + |  |  | 3/31/ | + |  |
| #2 | - |  |  |  | - |  |
| + |  |  | 3/31/ | + |  |
| #3 | - |  |  |  | - |  |
| + |  |  | 3/31/ | + |  |
| #4 | - |  |  |  | - |  |
| + |  |  | 3/31/ | + |  |
| #5 | - |  |  |  | - |  |
| + |  |  | 3/31/ | + |  |
| #6 | - |  |  |  | - |  |
| + |  |  | 3/31/ | + |  |
| #7 | - |  |  |  | - |  |
| + |  |  | 3/31/ | + |  |
| #8 | - |  |  |  | - |  |
| + |  |  | 3/31/ | + |  |
| #9 | - |  |  |  | - |  |
| + |  |  | 3/31/ | + |  |
| #10 | - |  |  |  | - |  |
| + |  |  | 3/31/ | + |  |
| Total | N/A |  |  |  | N/A |  |  |

\*\*Municipal Assessor must certify above original assessed value(s) (Exhibit B).

## **Section 6 - Financial Plan**

### **Increased Assessed Value Information**

1. Total estimated cost for the development program: $ Click here to enter text.
2. Municipality will capture Enter % of Choose an item increased assessed value for each year of the district term, to apply to the development program. Click here to enter text, if needed.
3. If #2 above’s captured assessed value is less than 100%, besides the district’s original assessed value, what percentage of increased assessed value will be deposited into the General Fund, or if an unorganized territory, to Education and Services fund? Click here to enter % to be deposited in General Fund/Education & Services fund. If none, type N/A.

### **Public Indebtedness**

1. Will there be public indebtedness? Choose an item.
   1. If yes, what is the projected amount of public indebtedness to be incurred? Click here to enter text.
   2. If an amendment, have any bonds been issued to date pertaining to the approved projects of this district? Choose an item. If yes, provide the status, such as years left on bond and amount of outstanding debt. Click here to enter text.

### **Anticipated Revenues**

1. Describe sources of anticipated revenues for public projects (clearly and briefly stated): Click here to enter text.
2. Describe sources of anticipated revenues for private projects (clearly and briefly stated): Click here to enter text.

### **Credit Enhancement Agreement (CEA)**

1. Describe terms and conditions of any agreements, contracts or other obligations related to the development program (e.g., CEAs). Ensure to clearly state the reimbursement percentage, along with, if applicable, any local triggers/caps.
   1. Will CEAs be offered as part of this development program? Choose an item. If "No," skip #7 (b-d). If "Yes," must complete #7 (b-d).
   2. List name(s) of company/developer to be offered a CEA: Click here to enter text.
      1. Provide the CEA reimbursement percentage, term, conditions for each listed company/developer: Click here to enter text.
   3. Is this an omnibus Development Program? Choose an item.

If an omnibus, provide clear reimbursement percentage(s) and term(s)/condition(s): Click here to enter text.

* 1. Does the municipality have a TIF policy? Choose an item.

If this is an amendment, and if applicable, include a copy of all executed CEAs as Exhibit M.

### **Development Program Fund and Tax Increment Revenues**

**Read below. Authorized municipal official must initial in provided spaces, acknowledging understanding of the below information:**

|  |
| --- |
| If a municipality/plantation has designated captured assessed value, the municipality/plantation shall:  A. Establish a development program fund that consists of the following:  1. A project cost account that is pledged to and charged with the payment of project costs that are outlined in the financial plan and are paid in a manner other than as described in subparagraph (2); and  2. In instances of municipal/plantation indebtedness, a development sinking fund account that is pledged to and charged with the payment of the interest and principal as the interest and principal fall due and the necessary charges of paying interest and principal on any notes, bonds or other evidence of indebtedness that were issued to fund or refund the cost of the development program fund;  B. Annually set aside all tax increment revenues on captured assessed values and deposit all such revenues to the appropriate development program fund account established under paragraph A in the following order of priority:  1. To the development sinking fund account, an amount sufficient, together with estimated future revenues to be deposited to the account and earnings on the amount, to satisfy all annual debt service on bonds and notes issued under section 5231 and the financial plan; and  2. To the project cost account, an amount sufficient, together with estimated future revenues to be deposited to the account and earnings on the amount, to satisfy all annual project costs to be paid from the account;  C. Make transfers between development program fund accounts established under paragraph A as required, provided that the transfers do not result in a balance in the development sinking fund account that is insufficient to cover the annual obligations of that account; and  D. Annually return to the municipal or plantation general fund any tax increment revenues remaining in the development sinking fund account established under paragraph A in excess of those estimated to be required to satisfy the obligations of the development sinking fund account after taking into account any transfers made under paragraph C. The municipality/plantation, at any time during the term of the district, by vote of the municipal or plantation officers, may return to the municipal/plantation general fund any tax increment revenues remaining in the project cost account established under paragraph A in excess of those estimated to be required to satisfy the obligations of the development project cost account after taking into account any transfer made under paragraph C. In either case, the corresponding amount of local valuation may not be included as part of the captured assessed value as specified by the municipality or plantation.  X  Initial & date  At the end of the district TIF term, all taxable real and/or personal property value captured in the district will be added to the general tax rolls.  X  Initial & date |

### **Relocation of Person(s)/Business(es)**

1. Click here to provide a clear brief statement to address plans for the relocation of person(s)/business(es) displaced by the development activities of this district.

### **Transportation Improvements**

1. Click here to provide a clear brief statement to address proposed regulations and facilities to improve transportation.

### **Environmental Controls**

1. Click here to provide a clear brief statement to address environmental controls to be applied.

### **District Operation**

1. After the planned capital improvements are completed, provide a brief statement of the proposed operation of the development district pertaining to:
   1. Public capital improvements: Click here to enter text.
   2. Private capital improvements: Click here to enter text.

## **Section 7 - Notice and Hearing**

1. Date of public notice (must be minimally 10 days before the public hearing): Click to enter a date.

For Exhibit G, provide a legible **copy** of the newspaper page showing the public hearing, newspaper name and date of publication.

1. Date of public hearing: Click to enter a date.

For Exhibit H, provide a copy of the public hearing minutes, attested to with dated signature.

1. Date municipal or plantation legislative body approved original district designation: Click to enter a date.

Date municipal or plantation legislative body adopted original development program: Click to enter a date.

If an amendment, is it to the:

district. Provide date municipal or plantation legislative body approved: Click to enter a date.

development program. Provide date municipal or plantation legislative body approved: Click to enter a date.

district and development program. Provide date municipal or plantation legislative body approved: Click to enter a date.

For Exhibit I, provide verification of district designation and adoption of development program by municipal legislative body including vote tally.

1. Is a municipal official authorized to make technical revisions to this District Development Program (form/proposal/application)/development program to facilitate the process for review and approval by DECD, as long as such revisions are not inconsistent with the basic structure and intent of the development program? Choose an item. If yes, click here and briefly state what Exhibit and page number this information can be found.

## **Exhibit A - Statutory Requirements & Thresholds**

\*\*round to second decimal place

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION A. | Acreage Caps** | | | | | |
| 1. Total **municipal** acreage; | | |  | | |
| 1. Acreage of **proposed** Municipal TIF District; | | |  | | |
| 1. **Downtown-designation** acres in proposed Municipal TIF District; | | |  | | |
| 1. **Transit-Oriented Development[[1]](#footnote-1)** acres in proposed Municipal TIF District; | | |  | | |
| 1. **Total acreage [=A2-A3-A4]** of proposed Municipal TIF District counted toward 2% limit; | | |  | | |
| 1. **Percentage [=A5÷A1]** of total acreage in proposed Municipal TIF District (cannot exceed 2%). | | |  | | |
| 1. **Total acreage** of all existing/proposed Municipal TIF districts in municipality **including** Municipal Affordable Housing Development districts:[[2]](#footnote-2)   District Name/Acreage District Name/Acreage District Name/Acreage  District Name/Acreage District Name/Acreage District Name/Acreage | | | Existing | |  |
| Proposed | |  |
| Total: | |  |
| **30-a § 5223(3) Exemptions[[3]](#footnote-3)** | | | | | |
| 1. Acreage of an existing/proposed **Downtown** Municipal TIF district; | | |  | | |
| 1. Acreage of all existing/proposed **Transit-Oriented Development** Municipal TIF districts:   District Name/Acreage District Name/Acreage | | |  | | |
| 1. Acreage of all existing/proposed **Community Wind Power** Municipal TIF districts:   District Name/Acreage District Name/Acreage | | |  | | |
| 1. Acreage in all existing/proposed Municipal TIF districts **common to[[4]](#footnote-4)** Pine Tree Development Zones per 30-A § 5250-I (14)(A) **excluding** any such acreage also factored in Exemptions 8-10 above:   District Name/Acreage District Name/Acreage District Name/Acreage  District Name/Acreage District Name/Acreage District Name/Acreage | | |  | | |
| 1. **Total acreage** **[=A7-A8-A9-A10-A11]** of all existing/proposed Municipal TIF districts counted toward 5% limit; | | |  | | |
| 1. **Percentage of total acreage [=A12÷A1]** of all existing/proposed Municipal TIF districts (cannot exceed 5%). | | |  | | |
| 1. **Real property** in proposed Municipal TIF District that is: | ACRES | | % **[=Acres÷A2]** | | |
| * 1. A blighted area; |  | |  | | |
| * 1. In need of rehabilitation, redevelopment or conservation; |  | |  | | |
| * 1. Suitable for commercial or arts district uses. |  | |  | | |
| **TOTAL (except for § 5223 (3) exemptions a., b. OR c. must be at least 25%)** | | |  | | |
| **SECTION B. | Valuation Cap** | | | | | | |
| 1. **Total taxable** municipal valuation—use most recent April 1 | |  | | | | |
| 1. **Taxable Original Assessed Value (OAV)** of proposed Municipal TIF District as of March 31 preceding municipal designation | |  | | | | |
| 1. **Taxable OAV of all** existing/proposed Municipal TIF districts in municipality **excluding** Municipal Affordable Housing Development districts: (List each district name/acreage) | | Existing | |  | | |
| Proposed | |  | | |
| Total | |  | | |
| **30-a § 5223(3) Exemptions** | | | | | | |
| 1. **Taxable OAV** of an existing/proposed **Downtown** Municipal TIF district | |  | | | | |
| 1. **Taxable OAV** of all existing/proposed **Transit-Oriented Development** Municipal TIF districts   (List each district name/acreage) | |  | | | | |
| 1. **Taxable OAV** of all existing/proposed **Community Wind Power** Municipal TIF districts   (List each district name/acreage) | |  | | | | |
| 1. **Taxable OAV** of all existing/proposed **Single Taxpayer/High Valuation[[5]](#footnote-5)** Municipal TIF districts   (List each district name/acreage) | |  | | | | |
| 1. **Taxable OAV** in all existing/proposed Municipal TIF districts **common to** Pine Tree Development Zones per 30-A § 5250-I (14)(A) **excluding** any such OAV also factored in Exemptions 4-7 above:   (List each district name/OAV) | |  | | | | |
| 1. **Total taxable OAV** **[=B3-B4-B5-B6-B7-B8]** of all existing/proposed Municipal TIF districts counted toward 5% limit | |  | | | | |
| 1. **Percentage of total taxable OAV [=B9÷B1]** of all existing/proposed Municipal TIF districts (cannot exceed 5%) | |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COMPLETED BY | | | | |
| PRINT NAME |  | | | |
| SIGNATURE |  | DATE |  | |
| If this form has **not been completed by the municipal or plantation assessor**, the assessor must sign and date below, acknowledging he/she agrees with the information reported on this form, and understands the OAV stated in Section B, line 2, will be used to determine the IAV for this District. | | | | |
| PRINT NAME |  | | | |
| SIGNATURE |  | DATE | |  |

## **Exhibit B - Assessor’s Certificate**

## **Exhibit C - Map of District Location within Municipality**

## **Exhibit D - Map of District Boundaries**

## **Exhibit E - Annual Revenue Spreadsheet**

## **Exhibit F - Annual Tax Shift Spreadsheet**

## **Exhibit G - 10-Day Notice of Public Hearing**

## **Exhibit H - Minutes of Public Hearing**

## **Exhibit I - Record of District Designation and Development Plan Adoption**

## **Exhibit J - Public Project Costs**

## **Exhibit K - Comprehensive Downtown Redevelopment Plan**

With completed *Downtown Redevelopment Plan Criteria Checklist*.

## **Exhibit L - Transit-Oriented Development District Map**

## **Exhibit M - Credit Enhancement Agreement(s)**

## **Exhibit N - Municipality TIF Policy**

1. For Transit-Oriented Development (TOD) definitions see 30-A § 5222 sub-§§ 19-24. [↑](#footnote-ref-1)
2. For AH-TIF acreage requirement see 30-A § 5247(3)(B). Alternatively, Section B. must exclude AH-TIF valuation. [↑](#footnote-ref-2)
3. Downtown/TOD overlap nets single acreage/valuation caps exemption. [↑](#footnote-ref-3)
4. PTDZ districts approved through December 31, 2008. [↑](#footnote-ref-4)
5. For this exemption see 30-A §5223(3)(C) sub-§§ 1-4. [↑](#footnote-ref-5)