



PENOBSCOT COUNTY
UNORGANIZED TERRITORY ADMINISTRATION
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Penobscot County TIF District Application for Funding Cover Letter

Dear Applicant,

You must be aware of a few items before proceeding with the completion of the attached Grant application. Also, below are 4 important updates the applicants must be aware of before applying and entering into an agreement to receive TIF Funds.

1. No Organization/entity will receive 100% of the requested funds/project costs.
 - a. There must be documented financial participation from either the requesting party, other sponsors, donations, or additional funding sources.
2. Requesting organizations/entities may be required to obtain an Escrow Account to which future funds can be held to support needed items. The items include, but are not limited to, replacement equipment, repairs, etc. An annual financial report may be required from the Grantee to be shared with the TIF District for review and reported to the Penobscot County Commissioners.
3. The Penobscot County UT TIF Program has specific limitations regarding who may apply and what projects and costs are eligible for funding assistance. It is important to understand these guidelines before applying. See Page 10 of the applications for details.
4. To ensure the equitable distribution of the limited TIF funding, and to maximize the number of requests served, a moratorium period will apply to repeat funding requests. Applicants who have received funding of **\$50,000 or less** will not be eligible to submit a new request for a period of **two (2) years** from the date of the previous award. Applicants who have received funding **between \$50,001 and \$99,999** will be subject to a **three (3) year** moratorium. Applicants who have received funding of **\$100,000 or more** will not be eligible for additional funding consideration for a period of **five (5) years**.
Exceptions to this policy may be considered only under extraordinary circumstances and at the sole discretion of the TIF Committee and the Penobscot County Commissioners.

If you have any questions, please contact Tina Morrison at tmorrison@penobscot-county.net or 207-942-8566.

Sincerely,

A handwritten signature in black ink that reads "George Buswell". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

George Buswell, Director
Penobscot County Unorganized Territory

Penobscot County TIF District Application for Funding

97 Hammond Street • Bangor, ME 04401 • 207-942-8566

Please indicate which program you are applying for funding from.

Date: _____

- | | |
|--|---|
| ☐ Capital Project Grant | ☐ Grant-Matching Program |
| ☐ Economic Development Programs | ☐ Other _____ |
| ☐ Public Safety Services | |

For Public Safety Services, please see Appendix B (C). For further questions
contact Tina Morrison at tmorrison@penobscot-county.net or at 207-942-8566.

Name of applying individual, business or organization: _____

Please check which type of organization is applying for funds:

- | | |
|---|--|
| ☐ Private individual or enterprise | ☐ 501(c)(3) nonprofit |
| ☐ Community organization | Fiscal sponsor: _____ |
| ☐ Government entity | Please specify: _____ |

This project is being pursued by:

- | |
|--|
| ☐ Single individual, business or organization |
| ☐ A collaboration including: _____ |

**• Please attach a detailed description and an anticipated budget for your project.
Include maps if applicable.**

Dollar amount Requested: _____ Total project budget: _____

Unorganized Territory(ies) in which the project will occur or benefit:

Have you applied for applicable licenses and permits for your project (LUPC, DEP, DHHS,
etc.)? Please list: _____

Application Directions:

- Please read Appendix A **before beginning this application.**
- Fill out the application form completely, including this page.
- Do not send any materials under separate cover.
- Mail one copy of your application and narrative materials on a plain 8 ½ x 11 white paper, without bindings or staples, to Penobscot County at the address listed above or email to tmorrison@penobscot-county.net.
- Registered nonprofit organizations should include a copy of their IRS determination letter.
- Organizations needing a fiscal sponsor to handle funds should include a letter from that sponsor documenting its identity and willingness to accept Penobscot County TIF funds for the project.
- Please see the checklist at the end of this application to be sure you have included all required information and attachments along with the application fee of \$100.00 payable to Treasurer, Penobscot County.
- All applications should include a cover letter signed by the leader of the business or organization.

Penobscot County TIF District Application for Funding

Please provide the following information.

1. Applicant Information

Legal name of applicant: _____

Mailing address: _____

Physical address: _____

Telephone: _____ Mobile: _____

Email: _____ Website: _____

Number of years business/agency has been in existence: _____

Number paid staff (note FT, PT and/or Seasonal): _____

Number of volunteers: _____

Federal Tax I.D. or EIN: _____

President or Executive Director: _____

Telephone: _____ Email: _____

Board president (if applicable): _____

Amount requested from Penobscot County TIF Funds for this project: _____

Total project budget: _____

A 200-word (maximum) description of your project (you may add a one-page typed description to this application, if you wish):

Please provide a list of all TIF funding previously awarded to this applicant, including the amount received and the year of funding.

Example: AMT: \$50,000 DATE RECEIVED: Jan 1, 2020

AMT: _____	DATE RECEIVED: _____
AMT: _____	DATE RECEIVED: _____
AMT: _____	DATE RECEIVED: _____

2. Jobs and Geographic Region

All eligible projects must take place within or provide direct benefit to one or more of the Unorganized Territories of Penobscot County. Please indicate the township(s) where the proposed activities will occur and/or benefit:

Projects that will directly create and/or retain jobs may have a stronger likelihood of a successful TIF Fund award through this program. Jobs are measured as full-time equivalent (FTE) based on 2080 hours per year. (Example: a job that creates two full-time jobs for six months equals one FTE.)

Number of jobs to be **created** through this project: _____ Jobs **retained**: _____

Job Detail:

<u>Job Title</u>	<u>No of Positions</u>	<u>Duration (state months and years)</u>	<u>Annual Compensation</u>

Please include any other information you may have about job creation below, including temporary construction phase employment and projections for the future:

Revenue

Income from sale of goods & services	\$
Grants & donations:	
Individuals and businesses	\$
Foundations	\$
Government funding	\$
Personal funds	\$
Interest income	\$
Other (please list):	\$
Total Revenue	\$

Expenses

Administration	\$
Labor	
Supplies	\$
Equipment	\$
Fundraising costs	\$
Other (please list):	\$
Total Expenses	\$

NET (REVENUE-EXPENSES) **\$** _____

If any shortfalls occurred, please explain how they were financed:

--

Assets and Liabilities for Last Fiscal Year From: _____ to: _____

Assets

Liabilities

Cash	\$	Accounts payable	\$
Property & equipment	\$	Long-term liabilities	\$
Accounts receivable	\$		
Investments	\$		
Other (please list)	\$		
Total Assets	\$	Total Liabilities	\$

Restricted Assets or Revenue (explain):

4. Project Budget

Please attach a budget for your proposed or ongoing project, including startup costs, operating costs, estimated payroll, equipment and supplies, etc.

Also include anticipated sources of revenue for the project, including donations, earned income and fees for services.

For the County Grant-Matching Program, please demonstrate and document **at least 50% of the total project secured as cash contribution**. (For more information, please see Appendix B, Item D for grant qualification information.)

5. Sustainability Plan

Penobscot County UT TIF funding is intended to provide the initial boost often required to help an initiative to become self-sufficient. What are your plans to ensure the continuation of this project or business and to secure funding in the future? Please list at least three strategies for sustainability.

6. Barriers to Success

Please indicate the greatest impediments to success of your proposed project and plans to address them.

7. Project Narrative

You may use the spaces below each major section or you may include a separate page. Please do not exceed one typed page for each section.

History of your company or organization (founding date, mission, region and population served, top products or services, etc.):

Overview of the project for which you seek funding (1. Overall goal; 2. How this project will strengthen your organization; 3. Up to three measurable outcomes that will help achieve your goal; 4. Specific activities required to complete the project):

Fiscal sponsor (if applicable):

Signature of the officer of fiscal sponsor organization

Date

Print name

Title

Application Checklist

Please be sure you have included or completed the following items before submitting your application:

- ☐ Complete contact information
- ☐ For non-profits, a copy of your IRS determination letter
- ☐ All sections completed on this form or, if typed on a separate sheet, so noted in the correct areas on the form (Example: "Please see attachment A", etc.) and appropriately titled on the separate sheet.
- ☐ A project budget as noted in section IV
- ☐ A cover letter from the leader of your organization
- ☐ If you have a fiscal sponsor, a letter from that sponsor as indicated under "Directions" on the first page of this application.
- ☐ Any brochures or other promotional material you would like to include (optional)
- ☐ Up to three letters of support (optional)
- ☐ Original signatures on application
- ☐ Remove and retain Appendix of this application before submittal

Appendix A: Guidelines and Considerations for Penobscot County TIF District Funding Applications

Note: The following appendix is for informational purposes only. You do not need to return the appendix with your application.

For questions and/or assistance preparing an application, contact Tina Morrison at Penobscot County UT Administration. Call (209)942-8566 or email tmorrison@penobscot-county.net.

The Penobscot County UT TIF Program has specific limitations regarding who may apply and what projects and costs are eligible for funding assistance. It is important to understand these guidelines prior to applying. See below for details.

Public Program:

The Penobscot County Commissioners are entrusted by its citizens to be responsible stewards of the UT TIF program fund. Accountability and transparency are held in the highest regard/ As such:

- Applicants must be willing to make public all matters and materials provided as part of a UT TIF Fund request. Information relating to project design and implementation including perhaps competitive advantages, personal and business financial and tax data, is all subject to public review.
- The County will, under special and limited circumstances, take appropriate steps to protect personal and/or proprietary information relating to UT TIF funded projects.

Eligibility to Apply:

Key considerations for TIF Fund award determinations include:

Project Location

- The proposed activity must take place within or directly support the Unorganized Territory of Penobscot County

Opportunity for economic impact

- Projects intended to create and/or retain jobs in the region and more specifically in the UT, are more likely to receive support through this program.

Level of matching funds secured by applicant

- The County will give priority to those applicants who provide at least 50% of any cash match required by an outside grantor.
- Projects proposing collaboration with additional partners and shared risk may be viewed more favorable.

Sustainability

- TIF Funds are not intended to be utilized as a long-term subsidy. Awards will be made to those requests showing a need for an infusion of capital to complete an initiative and/or become self-sustaining.
- Individuals and/or organizations that have received or directly benefited from a previous TIF Fund award remain eligible to apply for additional funding, though certain conditions may apply.

Special considerations for large scale investment and/or job creation:

In keeping with the original intent of this program, project proposals which offer substantial capital investment and/or the strong potential for significant job creation within the Unorganized Territories may be eligible for a higher level of support through this program. These exceptional cases may be considered from time to time on an individual basis, but potential applicants must contact the TIF Administrator or the Penobscot County Administrator to discuss prior to submitting an application. Awards and funding levels will be at the sole discretion of the County Commissioners.

Awardee Obligations:

Successful applicants are not required to accept TIF Funds awarded to them. The county allows applicants up to six months from time of notice of award to accept that award. If the award is not accepted within that timeframe, the application and award notice will be considered void. Those who do accept a TIF Fund award will be required to first agree to specific terms outlined in a TIF Fund award contract with the county. Each TIF Fund award contract is unique to the project funded, but several requirements are inclusive to all award contracts. Please consider the following:

GRANT PERIOD

The period for all TIF Fund awards will be no less than one year from the time of receipt of an award. Any awards where funds are invested in tangible property, the award term shall be 4 years in length.

REPORTING

All awardees will be required to maintain regular communication with the county. Awardees are typically required to submit progress reports and verification of expenditures at least four (4) times per year during the award period. The TIF Grant Administrator will work closely with awardees to ensure this occurs.

VERIFICATION OF EMPLOYMENT

Where applicable, TIF Fund awardees will be required to provide evidence of the creation and/or retention of any jobs proposed in the grant application materials. This should include details about the type of job, the frequency and duration (part-time, full-time, long term, temporary or seasonal) and wage levels or compensation package.

DEFAULT AND REPAYMENT

Awardees who do not meet the requirements outlined in the TIF Fund award contract will be required to repay all or a portion of the funds awarded to them. Each case will be considered on an individual basis, however; upon the sale, transfer or dissolution of an award project prior to the end date of the award period, the awardee will be held liable for up to the full amount of the initial award amount.

Appendix B (or C): Eligible Uses of Penobscot County TIF District Funding

A. Capital Project Funding

As authorized by the TIF and supporting documents, TIF funding may be made available for qualifying capital projects within the Penobscot County Unorganized Territory.

Eligible Capital Project Fund:

Projects include public and/or commercial improvements that result in commercial investment and/or job creation or for new or existing recreational trails within Penobscot County Unorganized Territory. Expenditures may include capital costs, financing costs, real property assembly costs and professional service costs.

All projects must meet statutory requirements of 30-A §5225, Specifically:

costs of improvements but not limited to:

Capital costs, including but not limited to:

- The acquisition or construction of land, improvements, public ways, buildings, structures, fixtures and equipment for public, new or existing recreational trail or commercial use
- Demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures.
- Site preparation and finishing work; and
- All fees and expenses that are eligible to be included in the capital cost of such improvements, including, but not limited to, licensing and permitting expenses and planning, engineering, architectural, testing, legal and accounting expenses.
- Financing costs, including, but not limited to, closing costs, issuance costs and interest paid to holders of evidences of indebtedness issued to pay for project costs and any premium paid over the principal amount of that indebtedness because of the redemption of the obligations before maturity.

B. Funding for Economic Development Programs

TIF Funds may support costs relating to certain economic development planning activities that assess opportunities for construction of new revenue-generating facilities within the Unorganized Territory.

Allowable uses of the Economic Development Fund:

1. Costs related to marketing the UT as a business or tourist location.
2. Costs related to environmental improvements.
 - a) Milfoil and/or other invasive species mitigation to protect water quality of recreational waterways
 - b) Mitigation and remediation of septic waste or other contaminants affecting water quality of recreational waterways
 - c) Erosion control as appropriate to protect integrity of recreational waterways and other recreational trails.
3. Costs related to education and training.

- a) Support education and training funds through a scholarship program for UT residents to attend Maine institutions or higher learning or to online learning entities when in-state options are unavailable.
 - b) Provide skilled development training programs for jobs created or retained within the UT.
 - c) Expand rural broadband access to UT residents to improve access to training and educational opportunities.
- 4. Costs related to childcare.
 - a) Quality childcare costs, including finance costs and construction, staffing, training, certification, transportation and accreditations costs.
- 5. Costs related to transit service.
 - a) Capital and annual costs to provide transit services to UT residents, by adding bus or other transportation service, signage and shelters.
- 6. Costs related to recreational trails.
 - a) Costs associated with new or existing recreational trails determined by the department to have significant potential to promote economic development, including but not limited to, cost for multiple projects and project phases that may include planning design, construction, maintenance, grooming and improvements with respect to new or existing recreational trails within the UT. This may include bridges and dams that are part of the trail corridor, used all or in part by all-terrain vehicles, snowmobiles, hiking, bicycling, cross-country skiing or other related uses. The County Commissioners will make final decisions on requesting proposals for use of the funds in this activity.

C. Public Safety:

Costs including:

- 1. The cost reasonably related to the construction, alteration or expansion of any public safety facilities required due to improvements or activities within the district.
- 2. The cost of improving public safety within the UT including, but not limited to, fire protection equipment, personal protective equipment/training all made necessary by increased opportunity for development.
- 3. Capital costs to enhance County emergency radio communications and cell service to support the district. Investments may need to be made outside of the UT. If investments benefit areas outside the UT, costs paid with UT revenues will be pro-rated.
- 4. Public safety equipment made necessary by anticipated development within the County UT investment area of the District.

NOTES:

TIF funds used for this purpose may be in the form of a grant or the County may purchase a vehicle or equipment and enter into a contract with the service provider.

Please contact Tina Morrison at Penobscot County UT Administration (207) 942-8566 or email tmorrison@penobscot-county.net for more information.

TIF funds available for public safety purposes are limited to the prorated portion of the investment benefiting the UT.

D. Match for Economic Development Grant Programs

TIF funds may be utilized as match for federal and state economic development grant programs. Eligible grants must be for purposes identified as authorized project costs in 30-A MRSA §5225, which includes all of the purposes included in the TIF District Application for Funding to which the Appendix is attached.