

Washington County TIF District Application for Funding

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Please indicate which program you are applying for funding from:

- Nature-Based Tourism Grant County Grant-Matching Program
 Economic Development Planning Funds Capital Project Fund

For the Capital Project Fund, please contact the Washington County Commissioners. A preliminary request form also is available online at www.washingtoncountymaine.com/tif.

Name of applying individual, business, or organization: _____

Please check which type of organization is applying for funds:

- Private enterprise 501(c)(3) nonprofit organization
 Community organization. Fiscal sponsor: _____
 Government entity. Please specify: _____

This project is being pursued by:

- One business or organization A collaboration between: _____

One-line description of your project:

Dollar amount requested: _____ Total project budget: _____

Unorganized Territory(ies) in which project will occur: _____

Have you applied for applicable licenses and permits for your project (LURC, 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 plain 8 ½ x 11 white paper, without bindings or staples, to SCEC at the address above. We are not accepting electronic applications at this time.
- Narrative sections typed separately should be in a non-script, non-italic type of no smaller than 11 point.
- 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 agreeing to accept Washington 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.
- All applications should include a cover letter signed by the leader of the business or organization.

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Please fill out all sections completely as instructed. If a section does not apply to the type of funding for which you are applying, that will be noted below.

I. Applicant Information

Legal name of organization: _____

Mailing address: _____

Physical address: _____

Telephone: _____

Email: _____

Website: _____

Number of years business/agency in existence: _____

Number of paid staff: _____ Number of volunteers: _____

Federal Tax I.D. or EIN: _____

President or Executive Director: _____

Board president (if applicable): _____

Telephone: _____ Email: _____

Amount requested from Washington 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 of your project to this application if you wish):

II. Jobs and geographic region

For the purposes of the grant decision process, projects that will directly create or retain jobs will score 1 point per job. 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.) For more information on scoring of this application, please see the Base Conditions Scoring System in Appendix A.

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

Types of jobs and number of each:

Job title: _____ No. of jobs: _____ Length of job: _____

Job title: _____ No. of jobs: _____ Length of job: _____

Job title: _____ No. of jobs: _____ Length of job: _____

Job title: _____ No. of jobs: _____ Length of job: _____

Job title: _____ No. of jobs: _____ Length of job: _____

Please include any other information you may have about job creation during your project and your projections for the future:

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

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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):

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IV. Project budget

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

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 percent of the total project secured as cash contribution. (For more information, please see Appendix A.)

V. Sustainability plan

What are your plans to ensure continuation of this project or business and to secure funding in the future? Please list at least three strategies.

VI. 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 (minimum 11-point type) for each section.

History of your company or organization (founding date, mission, area and number served, top products or services):

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 to complete the project):

Who will be served by this project?

Township/region: _____

Age range of those served: _____

Approximate number: _____

Plan for evaluating the success of this project:

VII. Signature

Must be original, not photocopied.

Signature of president, chief executive officer, or board president (nonprofits)

Date

Print name

Title

Fiscal sponsor (if applicable):

Signature of 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 nonprofits, a copy of your IRS determination letter
- All sections completed on this form or, if typed on separate sheet, so noted in the correct areas on the form (“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)

Appendix A : Guidelines and Scoring Systems for Washington County TIF District Funding Applications

Note: This and the following appendices are for your information only and do not need to be returned with your application. These sections are taken directly from the TIF Guidance Memo, which is available in its entirety on the county website, www.washingtoncountymaine.com

In accordance with the TIF Guidance Memo the County will give priority to those applicants that provide at least half (50 percent) of any cash match required by the grantor (sometimes referred to as a 1:1 match).

Nature Based Tourism Funding

TIF funds allocated to this activity shall be made to non-profit or for-profit organizations that wish to develop a nature-based tourism project within the UT. The funds may be managed and accounted as follows for each project:

1. An approved project (applicant) will provide a plan for the expenditure of project funds, both matching funds and TIF County funds.
2. The applicant shall request a draw-down from the approved TIF County funds monthly. Draw-down requests must include:
 - a. Evidence of expenditures or work completed (receipts, completed work orders).
 - b. An inspection of the work completed by an agent appointed by the County Manager.
 - c. When the work is completed by a third-party (i.e. contractor, installer, etc). A 2-party check will be made available to the applicant and third party within seven (7) days of an approved inspection.

Priority will be given to requests that meet the following “base conditions”:

1. The project will occur in the Unorganized Territory of Washington County.
2. The project will expand nature-based tourism within the UT and Washington County. For purposes of this program “nature-based tourism project” is defined as a project that will:
 - a. Enhance an area within the UT that has cultural, natural, or historic value (application must describe as such),
 - b. Provide an enhanced or improved economic opportunity for local citizens (in order of preference)
 1. Full-time residents of the UT
 2. Property owners in the UT
 3. Residents of northern Washington County
 4. Residents of other areas of Washington County
 - c. Help to conserve the natural resource while providing sustainable economic opportunity
3. The project activity to be funded is consistent with the authorized project costs as enumerated by 30-A M.R.S.A § 5225 (“Project Costs”), item 1 (“Authorized Project Costs”) (A-D), included here for reference:

Costs within the District

Capital costs, including:

- acquisition or construction of land, improvements, buildings, structures, fixtures and equipment;
- demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures;
- site preparation and finishing work; and
- fees and expenses that are eligible to be included in the capital cost of such improvements.

Financing costs, including:

- all interest paid to holders of evidences of indebtedness (notes, bonds, etc.) issued to pay for project costs

(either municipal or corporate); and
 - any premiums paid for early redemption of obligations before maturity.

Real property assembly costs.

Professional services, such as licensing, architectural, planning, engineering and legal expenses.

Reasonable administrative expenses, including those incurred by municipal employees in connection with implementation of a development program.

Relocation costs, including relocation payments made following condemnation.

Organizational costs relating to the establishment of the district, such as environmental impact and other studies, and costs to inform the public about the district.

Costs outside the District, but directly related to, or are made necessary by, the establishment or operation of the district {Note: by statute costs 'outside the District' must still be spent for projects within the UT}

Certain infrastructure improvements associated with the project, including:

- sewage treatment plants, water treatment plants or other environmental protection devices;
- storm or sanitary sewer lines and water lines;
- electrical lines;
- improvements to fire stations; and
- amenities on streets.

Other improvements, including:

- public safety improvements made necessary by the establishment of the district;
- costs incurred to mitigate any adverse impact of the district upon the municipality.

Costs for Economic Development, Environmental Improvements or Employment Training within the municipality {Note: 'municipality' in this case means UT}

Economic development programs, or events developed by the municipality, or marketing of the municipality as a business location;

Environmental improvement projects developed by the municipality for commercial use or related to commercial activities;

Establishing permanent economic development revolving loan funds or investment funds to support commercial and industrial activities;

Employment training to provide skills development for residents of the municipality. These costs may not exceed 20% of the total project costs and must be designated as training funds in the development program; and

Quality child care costs, including finance costs and construction, staffing, training, certification and accreditation costs related to child care.

Requests that meet the 'base conditions' are then 'scored' as follows:

1. Projects that will directly create or retain jobs, score 1 point per job. Jobs are measured as full time-equivalent (FTE) based on 2080 hours per year. (Example: a project that creates two full time jobs for six months equals one FTE).
2. Projects are awarded points based on the number of jobs per funds requested from the County TIF program as follows:
 - a. If the number of jobs proposed to be created or retained divided by the funding request from County TIF program is less than .001, applicant gets no (0) points.
 - b. If the number of jobs proposed to be created or retained divided by the funding request from County TIF program is between .001 and .002, applicant gets 1 point.
 - c. If the number of jobs proposed to be created or retained divided by the funding request from County TIF program is between .002 and .003, applicant gets 5 points.

- d. If the number of jobs proposed to be created or retained divided by the funding request from County TIF program is between .003 and .005, applicant gets 10 points.
 - e. If the number of jobs proposed to be created or retained divided by the funding request from County TIF program is greater than .005, applicant gets 15 points.
3. Project requests that demonstrate at least 50 percent of total project costs will be paid from secured funds from the applicant, score number of points based on percent of applicant funds (example, if applicant has secured 55% of total costs, score = 55, applicant that has secured 60% of total costs, score = 60).
 4. Applicants whose primary business location and 75 percent of its assets are located in Washington County, score 10 points.

Final determination of the distribution of any funds will be at the discretion of the County Commissioners.

County Match for Economic Development Grant Programs

Available funds will be utilized as match for federal, state, and other agency economic development grant programs focused upon the unorganized territory. The amount of the local match will be prorated for grants covering the entire County.

The request must provide a budget that documents the need for the funds and the amount of cash funds provided by the applicant. Applicants must demonstrate and document at least 50 percent of the total projects secured in cash contribution. Cash match is defined as actual cash expenditures for the project. The project will score a number of points based on the percent of applicant funds contributed (example, if applicant has secured 55% of total costs, score = 55, applicant that has secured 60% of total costs, score = 60).

Funding for Economic Development Planning

Per the adopted and approved *County Development Plan*, TIF funds may be directed from time to time to support consultant costs relating to certain economic development planning activities that assess opportunities for construction of new revenue-generating facilities within the Unorganized Territories.

Consultant costs should be associated with planning studies or feasibility analyses to support economic development programs that will expand commercial and revenue generating projects within the Unorganized Territory. Areas of planning focus may include, but are not limited to, feasibility and analysis for a multi-purpose commercial facility for conference center(s) or tourism facilities, commercial buildings to attract new enterprise, energy development facilities, and transportation infrastructure.

The County Commissioners will make final decisions on requesting proposals for use of funds in this activity. Procurement of all professional services under this activity should be subject to existing County procurement procedures.³

³The County procurement rules state that for any expenditure of \$7,500 or more formal bids must be submitted.

Capital Project Fund

As noted, the amended TIF will call for the funding of capital projects in the UTs. This activity is included in the draft and pending Amendment to the TIF as described in the introduction to this *Memo* and elsewhere (see footnote 1 on page 4). We are assuming the amended Plan will be substantially the same as described here. The amended TIF specifically calls for :

Public and/or commercial improvements within the District resulting from the planning and feasibility activities described in item 4. Expenditures may include capital costs, financing costs, real property assembly costs, and professional service costs.

The Capital Project Fund is intended to provide for capital costs associated with projects identified and identified, but not limited to, in economic development planning activities. All projects must meet statutory requirements of 30-A §5225. Specifically:

Costs of improvements made within the tax increment financing district, including, but not limited to:

(1) Capital costs, including, but not limited to: Washington County TIF Guidance Memo May 26, 2009 {EP - 00561010 - v1 }:

(a) The acquisition or construction of land, improvements, buildings, structures, fixtures and equipment for public, arts district or commercial use;

(b) The demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures;

(c) Site preparation and finishing work; and

(d) 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;

(2) 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;

(3) Real property assembly costs;

(4) Professional service costs, including, but not limited to, licensing, architectural, planning, engineering and legal expenses

Appendix B: Yearly Allotments for Each Funding Program

For the programs covered by this funding application:

Nature-Based Tourism Grant Program: \$25,000 per year

County Match for Economic Development Grant Programs: \$25,000 per year

Economic Development Planning Funds: \$25,000 per year

Capital Project Fund: varies (Year 1 funded at \$287,000)

Other programs:

Commercial Revolving Loan Fund: to \$35,000 per year. Loan application forms available online at www.washingtoncountymaine.com

Capital Project Fund Urgent Need: for projects with extremely short deadline, at the discretion of the Commissioners. An Urgent Need Preliminary Application is available online at www.washingtoncountymaine.com

