

Washington County TIF District Application for Funding

Sunrise County Economic Council • 53 Prescott Drive, Suite #3 • Machias, ME 04654 • 207-255-0983

Please indicate which program you are applying for funding from. Date: _____

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

For the Washington County Revolving Loan Fund, please see the appropriate forms at www.washingtoncountymaine.com or contact TIF Administrator at (207) 255-0983.

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:

- Single business or organization
 A collaboration including: _____

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 (LUPC, DEP, DHHS, etc.)? *Please list:* _____

Application directions:

- Please read Appendices A and B 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 or email directly to TIFADMIN@SUNRISECOUNTY.ORG
- 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 willingness 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 provide the following information.

I. Applicant Information

Legal name of organization: _____

Mailing address: _____

Physical address: _____

Telephone: _____ Mobile: _____

Email: _____

Website: _____

Number of years business/agency in existence: _____

Number of 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 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

All eligible projects must take place within one or more of the Unorganized Territories of Washington County. Please indicate the Township(s) where the proposed activities will take place:

Projects that will directly create and/or retain jobs may have a stronger likelihood of a successful grant 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**: _____

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 below, including temporary construction phase employment and projections for the future:

III. Financial Information

Fiscal year start and end dates: From _____ to _____

Revenues and Expenses for Enterprises Currently in Business

Revenue

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

Expenses

Administration	\$
Labor	\$
Supplies	\$
Equipment	\$
Fundraising costs	\$
Other (please specify):	\$
TOTAL EXPENSES	\$

NET (REVENUE - EXPENSES) \$ _____

(continued on next page)

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):

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

Washington 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.

VI. Barriers to Success

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

VII. 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, 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):

Who will be served by this project?

Township/region: _____

Age range of those served: _____

Approximate number: _____

Plan for evaluating the success of this project:

[Empty rectangular box for project evaluation plan]

VIII. Signatures - 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*)
- Original signatures on application
- Remove and retain Appendix of this application before submittal

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

Note: *The following appendix is for informational purpose. You do not need to return the appendix with your application. These sections are taken directly from the TIF Guidance Memo, which is available in its entirety on the county website at www.washingtoncountymaine.com*

For questions and/or assistance preparing an application, contact Susan Hatton at Sunrise County Economic Council. Call (207) 255-0983 or email shatton@sunrisecounty.org. We may also be able to direct you to a technical assistance provider or program to help you develop and consider your project potential.

The Washington 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 submitting an application. See below for details.

Public Program:

The Commissioners of Washington County are entrusted by its citizens to be responsible stewards of the UT TIF program funds. 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 grant or loan 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 grant award determinations include:

Project Location

- The proposed activity must take place within the Unorganized Territories of Washington 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

- Grant requests should be limited to no more than \$15,000.
- The County will give priority to those applicants who provide at least half (50 percent) of any cash match required by the grantor (sometimes referred to as a 1:1 match).
- Projects proposing collaboration with additional partners and shared risk may also be viewed more favorably.

Sustainability

- TIF grant 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.

Eligibility continued:

Individuals and/or organizations that have received or directly benefited from a previous TIF grant award remain eligible to apply for additional funding, though certain conditions may apply.

- For any individual or entity, the maximum lifetime (total) grant award limit is \$100,000. Restated, for any individual or entity, the cumulative total of all grant funds obtained through this program cannot exceed \$100,000.
- Individuals or entities may not be awarded funds through this program over consecutive years unless the secondary request is to implement activities previously examined using UT TIF planning grant funds. Restated, if the results of a previous TIF planning grant indicate that a proposed project is feasible, the county invites you to apply for additional funding to assist with implementation.

Generally, grantees will be required to wait at least two full calendar years from the time of their award before submitting a request for additional funding through this program.

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 additional 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 Washington County Manager to discuss prior to submitting an application. Awards and funding levels will be at the sole discretion of the County Commissioners.

Grantee Obligations:

Successful applicants are not required to accept grant 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 choose to accept a grant award will be required to first agree to specific terms outlined in a grant contract with the county. Each grant contract is unique to the project funded, but several requirements are inclusive to all grant contracts. Please consider the follow:

- **GRANT PERIOD.**
The grant period for all TIF grants will be no less than one year from the time of receipt of an award. Any awards where grant funds are invested in tangible property, the grant term shall be 4 years in length.
- **REPORTING.**
All grantees will be required to maintain regular communication with the county. Grantees are typically required to submit progress reports and verification of expenditures at least four (4) times per year during the grant period. The TIF Grant Administrator will work closely with grantees to ensure this occurs.
- **VERIFICATION OF EMPLOYMENT.**
Grantees 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, seasonal) and wage levels or compensation package.
- **DEFAULT AND REPAYMENT.**
Grantees who do not meet the requirements outlined in the grant 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 a grant project prior to the end date of the grant period, the grantee will be held liable for up to the full amount of their initial award amount.

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.

Capital Project Fund

As authorized by the amended TIF and supporting documents, grant funding will be made available for qualifying capital projects in the UTs. The text below is taken in part from the amended TIF documents and the TIF Guidance Memo.

Allowable uses of the Capital Project Fund:

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, 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:

- (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

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.

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. **Project funds may be managed and accounted for as follows:**

1. Allowable projects 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 above are then evaluated as follows:

- Projects that will directly create or retain jobs are strongly preferred. 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)
- Awards may be based in part on the ratio of number of jobs to funds requested.
- Project requests that demonstrate at least 50 percent of total project costs will be paid from secured funds from the applicant, will receive stronger preference.
- Applicants whose primary business location and 75 percent of its assets are located in Washington County may score additional points.

Final determination for distribution of any funds through the Washington County Unorganized Territories Grant and Loan Program will be at the discretion of the County Commissioners.