



State of Maine

Community Development Block Grant Program

2012 Economic Development Program Application Package



Office of Community Development
111 Sewall Street, 3rd Floor
59 State House Station
Augusta, Maine 04333-0059
Phone: (207) 624-7484
Fax: (207) 287-8070
TTY: 1-800-437-1220

www.meocd.org

Activity Groups 1 and
2 (Grant) **by INVITATION
ONLY**

Activity Group 3 (Loan)
**due at OCD by 4:00 p.m.
on the first Friday of
each month**



Economic Development Program

Table of Contents

Application Timetable and Requirements	Page 3
Step-by-Step Guide for Successful Application Submission	Page 4
Application Overview	Page 6
Application Instructions and Scoring Criteria	Page 8
Application Checklist and Packaging Requirements	Page 11
Application Cover Sheet	Page 12
Application Signature Sheet	Page 16
Responses to Questions (Maximum of 6, 8 ½ by 11 sheets allowed)	Page 17
Community Benefit Worksheet*	Page 19
EDP Projects in Support of Retail Businesses	Page 20
Job Creation Assurances	Page 21
Job Creation Baseline Employment Summary	Page 22
Job Retention Assurances (for Development Fund Loan Activities Only)	Page 23
Job Retention Summary Documentation (for Development Fund Loan Activities Only)	Page 24
Matching Funds Table and Commitment Letter Instructions	Page 25
Budget Summary	Page 27
Consumer Credit Authorization	Page 28
Financial Summary Statement*	Page 29
*not required for municipally owned projects	
APPENDIX	
A. Job Category Definitions and Class Numbers	Page 31
B. Public Hearing Notice	Page 33
C. Sample Council Resolution	Page 34
D. Sample Town Meeting Warrant Article	Page 35

Application Timetable & Requirements

Activity Groups 1 and 2 Only:

Economic Development Applications for Activity Groups 1 and 2 only (Municipally Owned or Non Municipally Owned Grants) are limited to those communities receiving prior written OCD approval of their Letter of Intent to Apply. Applicants submitting an EDP application for grant funds without OCD approval of their Letter of Intent will have the application returned unscored. Applications must be physically received NO LATER than 4:00 P.M. at the Office of Community Development (address below) on the date specified in the invitation letter received by the applicant community from the Office of Community Development.

Activity Group 3 Only:

Economic Development Applications for Activity Group 3 only (Development Fund Loan) must be physically received NO LATER than 4:00 P.M. at the Office of Community Development (address below) on the first Friday of each month. If that date is a Holiday or State Offices are closed the due date is the following business day at 4:00 p.m.

OFFICE OF COMMUNITY DEVELOPMENT
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
59 STATE HOUSE STATION
111 SEWALL STREET
AUGUSTA, MAINE 04333-0059
FOR FURTHER INFORMATION: (207) 624-7484 FAX: (207) 287-8070
TTY: 1-800-437-1220

SUBMISSION REQUIREMENTS

See Page 12 for exact packaging instructions. Include only those attachments requested by OCD.

ONE ORIGINAL APPLICATION and **FOUR COPIES OF THE APPLICATION**

MARGIN AND TYPE SIZE for all Applications must contain margins consistent with those in this Application document and be typed using a minimum size 12 Arial font on 8 1/2 x 11 inch paper.

NON-CONFORMING APPLICATIONS WILL LOSE 5 POINTS FROM THE FINAL SCORE

FAXED COPIES WILL NOT BE ACCEPTED. LATE SUBMISSIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED UNSCORED.

This Application is available electronically at:

www.meocd.org

A STEP-BY-STEP GUIDE FOR SUCCESSFUL APPLICATION SUBMISSION

PLEASE REVIEW ALL DOCUMENTS CAREFULLY!

- 1. Application Timetable and Requirements.** Follow instructions on Page 3 as to due date, number of copies submitted, font size, paper size, and margins. For additional information on all CDBG programs consult the 2012 CDBG Program Statement available on the OCD web site. www.meocd.org
- 2. Application Checklist & Packaging Requirements, Page 11.** To make sure your EDP Application will be complete, package in exactly the order specified and ready for OCD review please utilize this Checklist and carefully review the application packaging requirements.
- 3. Application Cover Sheet and Certifications, Pages 12-16.** This section requires completion relative to all aspects of the EDP project. The certification requirements should be reviewed carefully as signatures indicate all local, state and federal regulations that applicants certify they will follow if awarded CDBG funds. Make sure all required signatures are obtained. Each applicant will need the signature of their Chief Executive Officer (CEO), and in addition, signatures are required from each CEO for multi-jurisdictional applications.
- 4. Responses to Questions, Pages 17-18.** Use a maximum of six (6) pages for your Required Responses to the Problem Statement, Proposed Solution and Citizen Participation criteria contained on Pages 8-10 of this application package. The applications final score will be determined by the score given by the Review Team. Make sure you address each applicable subcategory clearly and concisely.

Complete the required responses. The Review Team will assign a score to each of the scoring areas and the application's total score will be determined by the sum of the Review Team's scores.
- 5. Community Benefit Worksheet, Page 19.** This worksheet is used to anticipate the net increase in municipal assessment as a result of potential EDP project activities. *This worksheet is not required for municipally owned projects.*
- 6. EDP Applications in support of retail business activity, Page 20.** These applications are accepted under limited conditions. This conditions must be met and this form signed by the applicant municipality and business representative.
- 7. Job Creation Assurances and Job Creation Baseline Employment Summary, Pages 21-22.** Forms require completion and must be signed by both the municipal and business CEO. Please pay close attention to the definition of permanent, full time and full time equivalent jobs.

A STEP-BY-STEP GUIDE FOR SUCCESSFUL APPLICATION SUBMISSION (continued)

- 8. Job Retention Assurances and Job Retention Summary Documentation, Pages 23-24.** Forms require completion and must be signed by both the municipal and business CEO. In addition, job descriptions for each job title for which position will be retained together with documentation of the formal announcement issued by the business that the jobs will be lost without CDBG Program funding.
- 9. Matching Funds Table, Page 25.** Include only cash commitments and be sure to attach letters of commitment for each source listed on the table. Refer to the Instructions for Commitment Letters contained on Page 26 for documentation requirements.
- 10. Budget Summary, Page 27.** Include all cash and in-kind commitments. Be sure the final amount indicated equals the total project amount.
- 11. Consumer Credit Authorization Form, Page 28.** A person having an ownership interest in the company of 20% or more must complete this form
- 12. Financial Summary Statement, Page 29.** Include required information on all current and future obligations of the business to be assisted with EDP funds. *This worksheet is not required for municipally owned projects.*
- 13. Public Hearing Notice.** Attach documentation of a local public hearing. This must be in compliance with the requirements set forth on Page 6 and with the sample Public Hearing Notice contained in Appendix B, Page 33.
- 14. Local Legislative Body Approval.** Attach documentation of approval of the EDP application by the local legislative body of the applicant community. This must be in compliance with the requirements set forth on Page 6. For further guidance consult Appendix C, Page 34 for the Sample Council Resolution and Appendix D, Page 35 for the Sample Town Meeting Warrant Article.

SECTION I - ECONOMIC DEVELOPMENT PROGRAM APPLICATION OVERVIEW

A. Financial Commitments as a Threshold Requirement:

Applications for projects not demonstrating a firm financial commitment as required in the application materials will be removed from the scoring process during the threshold review.

B. Definition of Full Time and Full Time Equivalent Jobs:

In determining CDBG National Objective compliance with job creation/retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). A FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

C. Program Dollars Per Job:

The maximum CDBG participation per job created or retained with EDP funds is \$30,000.

D. Approval by Local Legislative Body

The applicant's local legislative body must approve the project by formally voting to apply for, accept and expend CDBG Funds. The warrant or resolution must be specific to the CDBG funds. A "blanket warrant" accepting all state or federal funds is not acceptable. **Applicants must attach a copy of a certified town warrant or council resolution to accept funds. It must specifically name the CDBG Program and indicate the Economic Development Loan Program as the program from which funds will be received and the amount of funding.** See Appendix D, Page 34 for a Sample Council Resolution and Appendix E, Page 35 for a Sample Warrant Article. **A "blanket" warrant accepting all state or federal funds is not acceptable.**

E. Public Hearing Requirements

Each applicant is required to hold a duly authorized public hearing during the Application process. The notice must meet the requirements of the sample public hearing notice, Appendix C, Page 33 of this application package. The hearing must be advertised in a local newspaper a minimum of 10 days prior to the hearing date and posted according to local requirements. **Applicants must attach a copy of the published hearing notice, attested copy of the minutes and attendance list to the original and all four copies of the Application.**

F. Application Process

The application will include all items on the checklist for that specific program as provided in this application package and shall be printed on 8 ½ x 11 inch paper, one sided, with a print size no smaller than the print in this application package.

FUNDING PROCESS FOR ECONOMIC DEVELOPMENT PROGRAM

Competitive Final Application Phase

The application must provide documentation of firm commitments for all non-CDBG funds, final budgets, local legislative body approval, and job creation and/or job retention information. This information will be used in conjunction with the areas of supporting the state economic development strategy, natural resource based activity, problem, solution and citizen participation.

EDP Review Team Recommendations: Following the EDP Review Team evaluation of the application, one of the following recommendations will be made to the Director, Office of Community Development and the DECD Commissioner:

- (i) approval of award under recommended amount and/or terms;
- (i) rejection with staff recommendations for resubmission or to provide additional information; or,
- (iii) rejection.

Project Development Phase

Invitations Announced following acceptance of a complete Application and notification of approval and invitation into the project development phase reserves funds for the project. **This invitation does not in any way guarantee funding or provide permission to obligate or expend funds for the proposed project.** Final funding is contingent upon the OCD's receipt of funds from HUD and successful completion of the project development phase criteria. All aspects of the project development phase must be completed prior to the execution of a contract with OCD and include:

- 1) project eligibility and verification of benefit;
- 2) environmental review;
- 3) cost analysis and justification;
- 4) management plan development; and
- 5) specific state and federal requirements.

The emphasis during this phase is on development of the best project to meet the community's and business's economic development needs. The Development Program Manager will continue to assist the community and the business in completing this activity.

Applicants have up to three months to complete the project development phase process or notice of award may be rescinded.

Project Implementation

Following successful completion of the project development phase, a contract will be executed and the community/business can begin to implement their project. The Development Program Manager will remain involved with the community and the business

throughout project implementation to provide technical assistance and to monitor for compliance with federal and state regulations.

SECTION II – ECONOMIC DEVELOPMENT PROGRAM APPLICATION INSTRUCTIONS AND SCORING CRITERIA

A. Introduction

The application asks the community and business to provide information that will be used to determine a “final score”. This information includes the status of all commitments to this project which will result in creating or retaining quality jobs for LMI (low to moderate income) persons. Scoring criteria are described below. Each application will be rated on its own merits and in relation to all others as described in Sections C – E below.

B. Application and Certifications

Commencing on Page 12 is the Economic Development Program Application. This application consists of the following sections:

1. Applicant Identification for Municipality

Contact information, including name, title, legal address, phone and fax numbers and e-mail information. In multi-jurisdictional applications, one unit of local government must be identified as the lead applicant. Signature of the Chief Executive Officer of **each other participating unit** of general local government signifies approval for the lead applicant to apply on its behalf.

2. Applicant Identification for Business

Contact information including business name, contact person, legal address, phone and fax numbers, e-mail and website. Federal Employer Identification Number, DUNS # (Dunn and Bradstreet), type of business.

3. Applicant Business Information

Ownership, proposed sources and uses of CDBG funds, summary of employment and benefits and general disclosure.

4. Federal, State and CDBG Program Certifications

Federal, State and CDBG Certifications that applicant municipality(s) and business agrees to follow if they are awarded EDP funds.

The completed application including signed certification page must be attached to the front of the application on the original as well as the four copies.

Review Team Analysis – 100 Points

Members of the Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area. The following criteria will be used:

- a. Problem Statement (40 points)** - Describe the problem facing the community/business as it relates to job creation/retention activities and document why the

community/business is unable to finance the proposed project on its own, or with available assistance from other sources.

Scope of Problem (15 points)

- Detail the problems or needs facing the community/business to be assisted.
- Tell how these problems relate to job creation or job retention activities.
- Describe how the overall financial viability of the community/business is affected by the problems or needs.

Impact on Community and Region (10 points)

- Identify how employment opportunities for persons of low/moderate income are negatively affected by the identified problems.
- Emphasize the importance of the affected business in relation to the stability of the community/region and its current financial well being including property tax analysis before and after the proposed activities.

Need for Funds (15 points)

- Identify reasons why the community/business is unable to finance the proposed project on its own, or with assistance from other sources.
- Include a narrative that highlights any recent efforts by the community/business to assist job creation/retention activities.
- Identify gap between sources and uses of funds, describe efforts to obtain funds from other public and private sources and why CDBG funds are necessary to complete the project.

b. Proposed Solution (40 points) - Describe the activities that will be undertaken with EDP funds to resolve the stated problem/need, how the project will proceed to completion within 12 months from the date of a contract award with the DECD and the effect the project will have on the ability of the business to create/retain quality jobs for LMI persons.

Project Description (15 points)

- Detail the activities that the community/business will undertake using EDP funds to resolve the problems/needs presented in the Problem Statement.
- Identify, in detail, the specific investments to be made with EDP funds including, but not limited to, capital and non-capital purchases, real property improvements, rehabilitation or construction of commercial buildings, working capital, etc.
- Explain how the solution directly solves the identified problems/needs. Include a firm figure of the number of jobs to be created or retained as a result of the project, and how these jobs relate to persons of low to moderate income.
- Clearly state the amount of EDP funds sought and how they will fit into the overall financing for the project.

Effect on Assisted Business (15 points)

- Describe the effect the EDP award, as a whole, will have on the business to remain competitive, and create/retain quality jobs.

- Describe the market including identification of competitors, price structure, resource availability, operating/manufacturing costs, transportation costs, demand, and other factors influencing the marketability of the product or service proposed. Also identify all project risks and the extent of the risks.

Project Timeline and Feasibility (10 points)

- Describe how the project is assured of successful completion within 12 months.
- Identify what work, such as pre-engineering, construction and improvements, or fixture purchases that have been completed, or are in process, and exactly how these relate to the proposed EDP project.
- Provide background information for the owners and/or managers of the business and specific information about the skills and experiences of the owners and/or managers as related to the successful management of the business and proposed project.
- Include a concise timetable for project implementation.

c. Citizen Participation (20 Points) - Describe how business groups, local citizens, community groups and others were involved in the identification of the problems/needs and solutions discussed in the application. Local citizens, groups, boards, agencies, etc. are essential to any successful project. It is important that you show how these various groups were involved in bringing problems or needs to the attention of the community. The OCD views the involvement of local citizens in focusing on problems/ and solutions as a key element in a successful program application as well as in successful implementation of a project. Review is divided into two areas. Following each area are topics, information, or ideas that must be included in Citizen Participation.

Public Hearing Process (10 points)

- Describe how citizen participation contributed to the actual development of this application, including how the required public hearing contributed to the process. **(Submit a public hearing record consisting of the published public hearing notice, hearing minutes, and attendance list with the original and all three copies of the application.)**

Business/Local Involvement (10 points)

- Outline other input from businesses, chambers of commerce, development organizations, local groups and individuals have had in increasing the citizen participation process for the proposed project.
- Highlight how the use of any media (TV, radio, newspapers, etc.) increased public awareness and participation in the EDP project.

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Application
APPLICATION PACKAGE REQUIREMENTS**

A complete application package includes:

- Economic Development Program Application with original signatures
- Problem Statement, Proposed Solution and Citizen Participation descriptions (maximum of six (6) 8 ½ x 11 consecutively numbered sheets of paper)
- Community Benefit Worksheet (if applicable)
- Retail Business conditions with original signatures (if applicable)
- Job Creation Assurances and Baseline Employment Summary with original signatures
- Job descriptions for all jobs to be created

AND/OR

- Job Retention Assurances and Summary Documentation with original signatures
- Job descriptions for all jobs to be retained
- Matching Funds Table
- Budget Summary
- Consumer Credit Authorization
- Financial Summary Statement (if applicable)

- Business' Federal tax return for the previous three years and/or complete accountant prepared financial statements (income statement and balance sheet and notes)
- Interim financial statements (if the most recent financial information is older than 90 days).
- Personal Financial Statement and Federal Income Tax Returns of all owners and guarantors with 20% or more ownership.
- One-year pro forma balance sheet, income statement and monthly cash flow statement with supporting assumptions.
- Signed commitment letters from all financing sources indicated as providing match funding for the project. Business/owner/partner committing personal matching funds must provide documentation (i.e., bank statement) showing that cash exists and is accessible at time of application

If the package does not contain an original and four copies all of the listed documents it will be deemed an incomplete application.

Supplemental information such as collateral appraisals, marketing plans, resumes, site assessments, and aging of accounts receivable/payable may be requested by the Office of Community Development. Include only materials requested by OCD; do not provide additional attachments or package the application with any type of binder. Incomplete or improperly packaged applications will lose 5 points from their final score.

TO BE COMPLETED BY THE OFFICE OF COMMUNITY DEVELOPMENT	
Date Received:	Comments:

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
COVER SHEET AND CERTIFICATIONS**

Economic Development Program

Please note that all information requested in this application must be included for the application to be considered complete. Please refer to Page 12 for the Economic Development Program Application Package Requirements. The Office of Community Development (OCD) will only process complete applications. All materials submitted to OCD in connection with your EDP application shall become the property of OCD, unless otherwise requested and shall be retained or destroyed in accordance with OCD's file retention policy.

I. APPLICANT MUNICIPALITY INFORMATION

Municipality: _____ County: _____

Mailing Address: _____ State: _____ Zip: _____

Manager/Contact Person: _____ E-Mail: _____

Phone: _____ Fax: _____

Applicant Municipality DUNS (Dunn & Bradstreet) #: _____
(visit www.nea.gov/grants/apply/DUNS.html if business needs to obtain a number)

II. APPLICANT BUSINESS INFORMATION

Legal Name of Business: _____

Legal Address of Business where jobs will be created and/or retained: _____

Town/City: _____ State: _____ Zip Code: _____ County: _____

Manager/Contact Person: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Please check if you Own Lease Rent

Square Feet: _____ Monthly Payment: _____ Replaced by New Facility Yes No

Federal Employer Identification Number: __ - _____ (of applicant business)

Applicant Business DUNS (Dunn & Bradstreet) #: _____
(visit www.nea.gov/grants/apply/DUNS.html if business needs to obtain a number)

Is the Applicant Business currently in bankruptcy proceedings? Yes No
Has the Applicant Business or any owner of more than 20% of the Applicant Business been in bankruptcy proceedings in the last ten years? Yes No
If the answer to either of the above is "Yes," please give particulars, including the court location and docket # of the proceedings.

Type of Entity: C Corp S Corp Sole Proprietorship Partnership
 Limited Liability Company (list "type"): Other (list):

State of Organization:

III. BUSINESS OWNERSHIP (attach additional sheets as necessary)

Name and Title:

% of Ownership:

Legal Address:

Annual Compensation:

Name and Title:

% of Ownership:

Legal Address:

Annual Compensation:

IV. PROPOSED SOURCES AND USES OF FINANCING

Sources:	Amount:	Uses:	Amount:
Bank	\$		\$
Equity	\$		\$
Owner Cash Contribution	\$		\$
Other (Specify)	\$		\$
Other (Specify)	\$		\$
Total Project Cost	\$	Total Project Cost	\$

V. SUMMARY OF COLLATERAL (Please list for each asset)

Present Market Value	Outstanding Debt or Leases
----------------------	----------------------------

Land and Buildings:

Inventory:

Accounts Receivable:

Machinery/Equipment:

Business Indebtedness. Include major leases. Attach additional sheets as necessary.

Payable to	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	How Secured

Proposed Collateral. Attach additional sheets as necessary.

Type	Description	Market Value	Basis for Valuation	Existing Lienholder	Outstanding Balance

VI. SUMMARY OF BUSINESS EMPLOYMENT AND BENEFITS

Current Employment: # Full-Time* _____ # Part-Time _____

Projected Employment Increases Over Next 24 Months:

Full-Time* # _____ Part-Time # _____

Minimum Starting Wage: Full-Time \$ _____ Part-Time \$ _____

In determining CDBG National Objective compliance with job creation/retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). A FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

Number of positions to be created as part of this development project by job classification identifiers:

- 1. Managerial/Officer ____
- 2. Professional ____
- 3. Technical ____
- 4. Sales ____
- 5. Clerical/Office ____
- 6. Craftworker ____
- 7. Operatives ____
- 8. Laborer ____
- 9. Service Worker ____

Occupation/ Job Title	Hire Date	# of Jobs	Annual Earnings	Total Payroll

F/T Workers Benefits (check if applicable)

Paid Holidays Paid Sick Days Retirement/Profit Sharing Life Insurance

Paid Vacation Health Insurance Dental Insurance Child Care

Health Insurance for Employees: % of Employee Benefits ____%

VII. SUMMARY OF BUSINESS EMPLOYMENT AND BENEFITS (continued)

Type of Investment	Description	Cost
Employee Training		\$
Other:		\$

Other:		\$
Other:		\$

VIII. DISCLOSURE

Check the public purpose (all that apply) that will be met through CDBG support of this development project:

<input type="checkbox"/> Job Creation	<input type="checkbox"/> Capital Investment
<input type="checkbox"/> Job Retention	<input type="checkbox"/> Training Investment
<input type="checkbox"/> Tax Base Improvement	<input type="checkbox"/> Public Facilities Improvement
<input type="checkbox"/> Other (list):	

Check whether applicant is current on all taxes owed the State of Maine: Yes No

If no, please explain and itemize any and all deficiencies.

IX. CERTIFICATION BY AUTHORIZED OFFICIAL OF MUNICIPALITY AND BUSINESS

1. State Certifications

- a. To the best of my knowledge and belief, the information in this Application is true and correct;
- b. the governing body of the applicant has duly endorsed the document;
- c. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- d. will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- e. will comply with all applicable State laws and regulations.

2. Federal Certifications

- a. will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;
- b. will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:
 - (i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or
 - (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.
- c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;
- d. will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;
- e. will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;
- f. is not listed on U. S. Dept of Labor's Debarred and Suspended Contractor's List and will not employ contractors or subcontractors on this list;
- g. will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and
- h. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.

- i. Jobs created/retained must be in the community applying for the EDP award, new jobs to that community and not associated with any other branches of the assisted business located in another community.
- j. Transfer positions cannot be counted toward the job creation/retention requirements.
- k. All projects must document that at a minimum, 51% of all jobs created or retained as a result of the funded activity must be taken/held by persons of low and moderate income as defined by HUD.
- l. The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applications on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); and because all or parts of the applicant's income is derived from any public assistance program; or because the applicant has, in good faith, exercised any rights under the Consumer Credit Protect Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission. If a person believes that he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Washington DC 20580.
- m. I/We understand that by signing this application I/We authorize the Maine Office of Community Development (OCD) to make inquiries as needed to verify the accuracy of the information and to determine creditworthiness. I/We certify the information is true and accurate and is provided for the purpose of obtaining a grant and/or loan. OCD will maintain the confidentiality of this information and it will not be released without authorization.

3. CDBG Program Certifications.

The Municipality certifies that (1) it is capable of investigating the Applicant Business and the proposed Development Project to determine that the job creation and/or job retention requirements can be met, (2) it has investigated the Applicant Business and the proposed Development Project and determined that the job creation and/or job retention requirements can be met, (3) the EDP assistance to the Applicant Business is for a Development Project that is necessary and appropriate, (4) the EDP assistance to be provided is commensurate with the community benefits that will accrue from the Development Project, and (5) the Municipality will comply with the documentation requirements for jobs created and/or jobs retained.

4. Liabilities:

The borrower has no liabilities except as contemplated by this grant and/or loan agreement and fully disclosed in the borrower's financial records as presented to the Government (in your case, DECD). Such financial records are true and correct. No data was withheld and no material adverse change in the borrower's financial position has occurred which would adversely effect such statements. The borrower's assets are not less than its liabilities as determined in accordance with generally accepted accounting principles and the borrower is solvent.

5. Litigation and Taxes:

There are no actions, suits or proceedings pending or, to the knowledge of the borrower, threatened against or affecting the borrower at law or in equity before any court or administrative officer or agency which might result in any material adverse change in the business or financial condition of the borrower. The borrower is not in default (a) in the payment of any taxes levied or assessed against it or any of its assets or (b) under an applicable statute, rule, order, decree, writ, injunction or regulation of any governmental body (including any court).

Signature of Municipal Official:	Name:
Date:	Title:
Signature of Business Representative:	Name:
Date:	Title:

Problem Statement (40 points) - Describe the problem facing the community/business as it relates to job creation/retention activities and document why the community/business is unable to finance the proposed project on its own, or with available assistance from other sources.

Scope of Problem (15 points)

- Detail the problems or needs facing the community/business to be assisted.
- Tell how these problems relate to job creation or job retention activities.
- Describe how the overall financial viability of the community/business is affected by the problems or needs.

Impact on Community and Region (10 points)

- Identify how employment opportunities for persons of low/moderate income are negatively affected by the identified problems.
- Emphasize the importance of the affected business in relation to the stability of the community/region and its current financial well being including property tax analysis before and after the proposed activities.

Need for Funds (15 points)

- Identify reasons why the community/business is unable to finance the proposed project on its own, or with assistance from other sources.
- Include a narrative that highlights any recent efforts by the community/business to assist job creation/retention activities.
- Identify gap between sources and uses of funds, efforts to obtain funds from other public and private sources and why CDBG funds are necessary to complete the project.

Proposed Solution (40 points) - Describe the activities that will be undertaken with EDP funds to resolve the stated problem/need, how the project will proceed to completion within 12 months from the date of a contract award with the DECD and the effect the project will have on the ability of the business to create/retain quality jobs for LMI persons.

Project Description (15 points)

- Detail the activities that the community/business will undertake using EDP funds to resolve the problems/needs presented in the Problem Statement.
- Identify, in detail, the specific investments to be made with EDP funds including, but not limited to, capital and non-capital purchases, real property improvements, rehabilitation or construction of commercial buildings, working capital, etc. with EDP funds.
- Explain how the solution directly solves the identified problems/needs.
- Include a firm figure of the number of jobs to be created or retained as a result of the project, and how these jobs relate to persons of low/moderate income.
- Clearly state the amount of EDP funds sought and how they will fit into the overall financing for the project.

Effect on Assisted Business (15 points)

- Describe the effect the EDP award and completion of the project, as a whole, will have on the ability of the community/business to remain competitive, and create/retain quality jobs.
- Describe the market including identification of competitors, price structure, resource availability, operating/manufacturing costs, transportation costs, demand, and other factors influencing the marketability of the product or service proposed. Also identify all project risks and the extent of the risks.

Project Timeline and Feasibility (10 points)

- Describe how the project is assured of successful completion within 12 months.
- Identify what work, such as pre-engineering, construction and improvements, or fixture purchases that have been completed, or are in process, and exactly how these relate to the proposed EDP project.
- Provide background information for the owners and/or managers of the business and specific information about the skills and experiences of the owners and/or managers as related to the successful management of the business and proposed project.
- Include a concise timetable for project implementation.

Citizen Participation (20 Points) - Describe how business groups, local citizens, community groups and others were involved in the identification of the problems/needs and solutions discussed in the application. Local citizens, groups, boards, agencies, etc. are essential to any successful project. It is important that you show how these various groups were involved in bringing problems or needs to the attention of the community. The OCD views the involvement of local citizens in focusing on problems/and solutions as a key element in a successful program application as well as in successful implementation of a project. Review is divided into two areas. Following each area are topics, information, or ideas that must be included in Citizen Participation.

Public Hearing Process (10 points)

- Describe how citizen participation contributed to the actual development of this application, including how the required public hearing contributed to the process. **(Submit a public hearing record consisting of the published public hearing notice, hearing minutes, and attendance list with the original and all three copies of the application.)**

Business/Local Involvement (10 points)

- Outline other input from businesses, chambers of commerce, development organizations, local groups and individuals have had in increasing the citizen participation process for the proposed project.
- Highlight how the use of any media (TV, radio, newspapers, etc.) increased public awareness and participation in the EDP project.

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Application**

COMMUNITY BENEFIT WORKSHEET

Local Fiscal Improvement:

What percent of value to the total value is the municipal assessment? _____%

- | | |
|--|----------|
| 1. Assessed value of land prior to improvements | \$ _____ |
| 2. Assessed value of buildings prior to improvements | \$ _____ |
| 3. Total assessed value (1+2) | \$ _____ |
| 4. Estimated total assessed value following improvements | \$ _____ |
| 5. Estimated tax based on #4 | \$ _____ |
| 6. Current tax | \$ _____ |
| 7. Anticipated net tax increase (#5 - #6) | \$ _____ |

The above figures were obtained through (check all that are applicable)

- Town Records
- Assessments
- Appraisals
- Other

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Application**

EDP PROJECTS IN SUPPORT OF RETAIL BUSINESSES

OCD may accept an EDP application in support of a retail business activity only under the following limited conditions:

- (i)** The retail business represents the provisions of new products and services previously unavailable in the community or is a tourism-related business; and
- (ii)** The development or expansion of the retail business represents a net economic gain for the community and the region. Applications supporting a retail business or businesses are required to certify that the development represents a new overall gain for the region economy and not a shift from existing established businesses to a new or expanded one; and
- (iii)** The retail business is located in either a downtown district meeting the definition of PL 776 enacted by the 119th legislature; or a designated local growth area contained in an adopted and consistent comprehensive plan; and
- (iv)** At least 50% of the jobs created by the retail business must be full time jobs.

Signature of Municipal Official:	Name:
Date:	Title:
Signature of Business Representative:	Name:
Date:	Title:

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Application**

GRANTEE/BUSINESS ASSURANCES - JOB CREATION

The Business (as identified below), having applied for funding from the Municipality (as identified below) through the Maine Community Development Block Grant (CDBG) Program agrees to create a minimum of _____ new jobs on or before a date two years from the date of the CDBG contract between the Municipality and the State of Maine. The Business also agrees that at least 51% of the new full time and full time equivalent jobs must be taken by qualified low /moderate income persons in compliance with the Maine CDBG program rules, regulations and policies. The Business will verify the job creation achievements and assist the Municipality in compiling the appropriate documentation as required by the Maine CDBG Program.

In determining CDBG National Objective compliance with job creation only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

It is understood by the Business and the Municipality that, in the event the job creation goals are not met within the prescribed time frame and according to the regulations of the State of Maine Community Development Block Grant Program, the State of Maine will exercise its right and seek repayment from the Municipality in accordance with the contract provisions and the Municipality may exercise its rights and seek repayment in accordance with the default provisions contained in any agreement it may have with the Business.

Having read and fully understanding the requirements set forth in this agreement, the undersigned agree to the job creation requirements contained herein, and to comply with all regulations of the U.S. Department of Housing and Urban Development and the State of Maine governing this program including submission of quarterly status reports regarding job creation benefit.

Signature of Municipal Official:	Name:
Date:	Title:
Signature of Business Representative:	Name:
Date:	Title:

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Application**

JOB CREATION BASELINE EMPLOYMENT SUMMARY

Name of Business to be Assisted:	
---	--

Job Title*	Job Class*	Full Time (Place X)	Part Time (Place X)	# Currently Employed	# to be Created	Base Wage (\$)	Fringe Benefits (\$/value)

*** Attach a job description for each job title for which a position will be created and use the attached job category definition numbers outlined in Appendix A of this application to indicate job class.**

Signature of Human Resources Officer

Date

Printed Name and Title

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Application**

GRANTEE/BUSINESS ASSURANCES – JOB RETENTION

The Municipality (as identified below) assures that it has discussed job retention project goals with the proposed grant and/or loan recipient. The Municipality is assured that _____ jobs **will be retained for a period of no less than two years**. The Business (as identified below) assures that these jobs will be retained and that timely and completed documentation will be provided to the Municipality necessary to verify job retention achievements. Both the Municipality and the Business assure that low and moderate-income persons hold at least 51% of the jobs retained.

In determining CDBG National Objective compliance with job retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, “trickle down” jobs) do not count.

All job retention information reported on this form will be reviewed by OCD.

Signature of Municipal Official:	Name:
Date:	Title:
Signature of Business Representative:	Name:
Date:	Title:

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Application**

JOB RETENTION SUMMARY DOCUMENTATION

TO BE DETERMINED BY EMPLOYEE SURVEY AND VERIFIED THROUGH SUPPORTING DOCUMENTATION

Name of Business to be Assisted:	
---	--

JOB TITLE	Job Class*	# JOBS RETAINED Qualified		# LMI JOBS RETAINED		# NON LMI JOBS RETAINED	
		full time	part time	full time	part time	full time	part time

**All existing employees must be surveyed prior to making application to determine LMI status and establish an employment baseline for future reference.
All job retention information reported on this form will be reviewed by OCD**

*** Attach a job description for each job title for which a position will be retained and use the attached job category definition numbers outlined in Appendix A of this application to indicate job class.**

The above information has been compiled using the individual surveys of all affected employees of the Business (as identified above).
This survey was based on family income as defined by the HUD Low/Moderate Income Limits, which apply to the Community Development Block Grant (CDBG) Program. To the best of my knowledge, all information represented above is true and factual. Assurances are also given that "Clear and Objective" evidence exists documenting the above jobs would actually be lost without CDBG Program funding, and that this evidence exists in the form of a notice issued by the assisted party to affected employees, a public announcement, relevant financial records or other form acceptable to the Department of Economic and Community Development.

Signature of Human Resources Officer

Date

INSTRUCTIONS FOR COMMITMENT LETTERS

Economic Development Program applicants must provide sufficient evidence that all other financial commitments are in place for this project. To meet this requirement, letters of commitment must be submitted with the application and must include the following elements as appropriate to the type of project being considered:

1. The individual signing the commitment letter must identify their authority to commit the resources necessary to this proposal and provide documentation of same.
2. Indication that the loan has been approved by the individuals or committees, corporate board etc., empowered to lend the stated commitment and provide documentation of same.
3. Indication that the institution/entity will lend the funds subject to any conditions such as:
 - Loan amount
 - Term of loan
 - Loan interest rate
 - Guarantee and insurance requirements
 - Collateral or security for loan
 - Use of loan funds
 - Expiration date of commitment
 - Reasons why additional funds will not be provided
 - Business/owner/partner committing personal matching funds must provide documentation (i.e., bank statement) showing that cash exists and is accessible at time of application

Commitments from public financing sources must approximate as closely as possible the content of a commitment letter from a private financial source. If the public source requires a formal acceptance of the loan or grant conditions, an executed acceptance notice must be included with the commitment letter.

Repayment Proposal

Describe the method used to determine repayment terms. Provide a summary of the process followed to calculate justification for Economic Development Program financing, including but not limited to loan rate and term by referring to financial information included in the Program application.

Equity

For applicants who have committed equity in the project explain the nature of the equity injection, particularly the conditions for its use and repayment. Include as a commitment letter as described for commitments.

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Application**

Budget Summary (Include All Sources)

Cost Category	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	CDBG	Local	State	Utility	Federal	Other	Total
Real Property Acquisition							
Relocation							
Clearance/Demolition							
Site Improvements							
New Building Construction							
Building Renovations							
Water/Sewer Improvements/Drainage							
Lighting							
Roads & Streets							
Parking							
Utility Lines/Fiber Optics							
Rail Lines & Spurs							
Equipment							
Inventory							
Fixtures							
Working Capital							
Professional Fees							
Legal Expenses							
Inspection							
Architectural/Engineering							
Administration							
Other (List)							
1.							
TOTAL COSTS							

Directions for Completing Budget Summary

1. For each applicable cost in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-6.
2. List the total dollar amount for each cost category in column 7, Total
3. Enter the sum of all Totals in column 7 in the TOTAL COSTS box directly under column 7.
4. **Submit a copy of this Summary with the original and the four copies of the application.**

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Application**

CONSUMER CREDIT AUTHORIZATION

You have submitted a request to the Department of Economic and Community Development (DECD) to provide financing through the Office of Community Development administered Community Development Block Grant Program.

The DECD designee's procedure for reviewing this kind of request include the purchase and review of credit reports, which include information on both the Business, and primary principals of businesses. A primary principal is any person having an ownership interest in the company of twenty percent (20%) or more. Prior to ordering these reports the DECD must have written permission from each primary principal. Please sign below acknowledging notification of the DECD's intent to order consumer credit information in the Business and/or your name and providing your permission to do so.

The DECD will not proceed with review of the financing request without these reports. Therefore, this form must be signed by all applicable individuals and included with your application.

Thank you in advance for your cooperation.

The undersigned acknowledges the above and gives permission to DECD and/or its designee to acquire any consumer credit information or reports it requires in connection with the above referenced application for financing assistance.

Signature:	Printed Name:
Title:	Date:
Ownership Percentage:	Social Security Number:

**COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Application**

**FINANCIAL SUMMARY STATEMENT
(not required for municipally owned projects)**

Provide the following information on the current obligation of the Business to be assisted for the following:

Current Debt	Debt Holder	Rate/Term	Payment	Collateral

Proposed new obligations of the Business after EDP assistance:

Proposed Debt	Debt Holder	Rate/Term	Payment	Collateral

APPENDIX A-D

APPENDIX A

JOB CATEGORY DEFINITIONS AND CLASS NUMBERS

1. **Officials and Managers** – Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.
2. **Professional** – Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
3. **Technicians** – Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
4. **Sales** – Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers, demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.
5. **Office and Clerical** – Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.

APPENDIX A (continued)

JOB CATEGORY DEFINITIONS AND CLASS NUMBERS

6. **Craft Worker (skilled)** – Manual workers of relatively high level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.
7. **Operatives (semi-skilled)** – Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.
8. **Laborers (unskilled)** – Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.
9. **Service workers** – Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, chair workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

APPENDIX B

SAMPLE PUBLIC HEARING NOTICE TO COMPLY WITH TITLE VI REQUIREMENTS

Public Hearing Notice

The City/Town of _____

The City/Town of _____ will hold a Public Hearing on ____ (date) ____, at ____ (time) ____, at the ____ (location) ____ to discuss a pre-application being submitted to the State of Maine CDBG program for a ____ (specific name of grant program) ____. The purpose of the request is to ____ (state purpose) ____. Public comments will be solicited at this Hearing and will be submitted as part of the pre-application. All persons wishing to make comments or ask questions about the proposal are invited to attend this Public Hearing. Comments may be submitted in writing to: ____ (name of contact, address) ____ at any time prior to the Public Hearing. TDD/TTY users may call ____ (list local TTY number or 711) ____. If you are physically unable to access any of the City's/Town's programs or services, please call ____ (list local contact and phone number) ____, so that accommodations can be made.



APPENDIX C SAMPLE COUNCIL RESOLUTION

WHEREAS, the Town/City of _____ wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and the community has conducted at least one duly advertised public hearing; and

WHEREAS, the Town/City of _____ is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

NOW THEREFORE, be it resolved by the Council of the Community of _____ that the Town/City Manager (or other local government official or officer):

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: _____ Amount: _____

To the Department of Economic and Community Development on behalf of the Community of _____, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the Community of _____ required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the Community of _____ and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

DATE ENACTED: _____

Municipal Seal

AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

APPENDIX D

SAMPLE TOWN MEETING WARRANT ARTICLE

Date: _____

Shall the Town/City of _____ vote to approve a Community Development Block Grant application(s) for the following program(s) and dollar amounts:

Program: _____

Amount: _____

and to submit same to the Department of Economic and Community Development and if said program is approved, to authorize the municipal officers to accept said grant funds, to make such assurances, assume such responsibilities, and exercise such authority as are necessary and reasonable to implement such programs. Furthermore, the Town/City of _____ is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program.

**MUST BE SUBMITTED AS A TRUE DOCUMENT COPY
WITH CERTIFIED SIGNATURE(s)**

A "BLANKET" WARRANT ACCEPTING ALL STATE OR FEDERAL FUNDS IS NOT ACCEPTABLE.

**THIS MATERIAL IS AVAILABLE IN ALTERNATIVE FORMAT
UPON REQUEST**

CONTACT

**OFFICE OF COMMUNITY DEVELOPMENT
111 SEWALL STREET
59 STATE HOUSE STATION
AUGUSTA, MAINE, 04333-0059
TELEPHONE (207) 624-7484
TTY 1-800-437-1220**

www.meocd.org



**EQUAL HOUSING
OPPORTUNITY**