



Town of Kingfield
 38 School Street
 Kingfield, ME 04947
 (207) 265-4637
manager@kingfieldme.org

TIF Grant Program for the Town of Kingfield

Cover Page

- The project will benefit and help to retain businesses in the Town of Kingfield.
- Application may be submitted on the Second Friday in July or the Second Friday in January every year TIF funds have been appropriated for the TIF Grant program. Applications will be considered on a first-come, first-serve basis.
- Applications for TIF assistance are normally considered by the town selectmen within 60 days of application. If approved, funds will normally be available for disbursement within 30 days of approved application. Funds for July application available by or before November 1. For January application available by or before May 1.
- Reimbursement funds must be requested within 60 days of grant competition. Approved grants must be fully expended within one year of approval.
- Applicants must provide a match (cash or in kind) of at least 10% of the total grant award.
- If business closes prior to the mandatory three years funds must be reimbursed by tenant and/or owner to the town within 30 days of closure or a lien will placed upon real estate. Funds to be reimbursed as follows: closure within one year = 80% repayment, closure within two years = 50% repayments, closure prior to three years 20% repayment of total grant funds.
- Mandatory documentation of cost estimates and projected project timeline.
- Business tenants applying for grant funds must obtain signature(s) from owners on application, lien acknowledgement and cover page.

The undersigned acknowledges that they have fully read and understood the terms of the Town of Kingfield TIF Grant program.

Applicant's Signature	Date
Applicant's Signature	Date
Owners Signature <i>(if not applicant)</i>	Date
Owners Signature <i>(if not applicant)</i>	Date



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38 School Street
Kingfield, ME 04947
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The Town of Kingfield, Maine, has recognized through a comprehensive plan the need to (1) enhance and improve its existing public streets and facilities, (2) enhance facilities of other units, (3) create new public facilities and (4) assist businesses with capital expenditures located within the Town of Kingfield.

The Town of Kingfield elects to further said progress by offering financial assistance within the predetermined objectives (outlined below) through the use of Tax Increment Financing (TIF) revenues (a “TIF Grant”) as provided for in the town’s Tax Increment Plan (the “TIF District”).

Priority funding will be given to applicants that are located within the TIF District (see attached TIF district map) that request funds for costs of rehabilitation, remodeling and repairs to existing buildings to include building façade improvements and making buildings safe and accessible. Applicants outside the TIF District may receive funding in addition to those located within the district.

All supported projects must be rooted in enriching the local community, whether through building capacity, delivering direct services, creating jobs, encouraging economic development or enhancing the quality of life for residents in the Town of Kingfield.

SECTION ONE: GRANT

If TIF funds are available, the Town may offer TIF Grants for certain projects as defined below. These grants are paid on a reimbursement basis to the applicant. As such, TIF Grants are not given to a property owner in advance, but rather on a reimbursable basis. Recipients of TIF Grant funds are required to enter into an agreement with the Town of Kingfield. Grants may be provided up to the maximum stated in these guidelines. Total annual grant funding will not exceed 98% of allocated TIF Funding.

SECTION TWO: PROJECT TYPES

All TIF funded activities must meet one of objectives outlined below. **These objectives are:**

- Benefit to low- and moderate-income persons; (**Microgrants*)
- Prevention and/or elimination of slum and blight conditions, Façade restoration, Building structural improvements and other permanent building improvements

SECTION TWO: PROJECT TYPES (Continued)

- To Deepen Community Impact and Spur Growth
- Are part of a long-range community strategy for Entrepreneurial Growth
- To assist with Capital Growth for Community Arts
- Revitalization Funding Opportunity for Community Enhancement
- Interior Renovation that sparks local economic growth.

Details on Project Types and Objectives:

Benefit to low-and-moderate-income persons - Microgrants that can be used for a variety of purposes that help small businesses expand, to rebuild, re-open, repair, enhance, or improve a small business. Examples include working capital, inventory, supplies, furniture, fixtures, machinery, equipment and marketing. Proceeds cannot be used to pay existing debts or to purchase real estate. Applicants must prove that they are within the low-to-moderate income guidelines.\$50,000.00

Low to moderate income guidelines are updated April 1st. These amounts can be found here:
[https://www.mainehousing.org/docs/default-source/homeimprovement/80-ami-income-limits.pdf?sfvrsn=6df08615_7#:~:text=Any%20household%20whose%20income%20is,\\$90%2C200](https://www.mainehousing.org/docs/default-source/homeimprovement/80-ami-income-limits.pdf?sfvrsn=6df08615_7#:~:text=Any%20household%20whose%20income%20is,$90%2C200)

Prevention and/or elimination of slum and blight conditions, Façade restoration, building structural improvements and other permanent building improvements - Grant designed to support efforts aimed at enhancing the aesthetic and structural integrity of commercial buildings. The primary focus is exterior improvements that preserve the building while promoting economic growth. Funds are intended for specific improvements such as façade enhancements, structural repairs, accessibility upgrades and building system renovations. The enhancements aim to revitalize the town, making it more attractive to residents, visitors and potential investors..... \$50,000.00

To Deepen Community Impact and Spur Growth – grant designed to help small businesses deepen their community impact and spur growth. Tailored to entrepreneurs who are making a positive difference – like creating jobs, introducing innovative services, or making key offerings more accessible especially in underserved neighborhoods. Preference is given to those that have been operating for at least one year and are already generating revenue.\$30,000.00

Are part of a long-range community strategy for Entrepreneurial Growth – grant designed to support early-stage businesses striving to expand their reach and operational capacity. Businesses must be less than 5 years old and have annual revenues below \$250,000.00. The funding is designed to help business owners navigate costs associated with growing visibility, compliance, professional development or networking.\$30,000.00

To assist with Capital Growth for Community Arts – grant designed for arts and cultural organizations/businesses providing funding to support long-term infrastructure growth that is focused on delivering arts experiences. Eligible applicants must have consistently engaged with programs demonstrating a sustained commitment to arts development. Funds are designed to assist with capital needs such as repairs, facility upgrades, or the purchase of essential equipment and technology. Organizations/businesses must provide evidence of commitment to the arts for a least two years prior to grant application. Project must be located within the arts district (see attached Arts district map)\$30,000.00

Revitalization Funding Opportunity for Community Enhancement – grant designed on enhancing public spaces, strengthening cultural identity, and stimulating local economies through creative and infrastructure-based projects. These grants are designed primarily for non-profit organizations that offer community-based programs, that are actively engaged in improving downtown or historic commercial areas. Funding may be used for a wide range of purposes such as improving the visual appeal of public areas, restoring historic properties, commissioning public art installations like murals or sculptures and supporting activities that encourage foot traffic and local engagement.\$30,000.00

Interior Renovation that sparks local economic growth – grant designed to furnish assistance with interior enhancements of commercial properties to convert underused or vacant spaces into functional business environments that foster economic activity and job creation. Qualifying uses that facilitate a true change of use and represent capital investments such as electrical, plumbing, lighting, structural elements, restrooms, flooring, energy-efficient and accessibility enhancements. Cosmetic or routine maintenance work does not meet criteria.\$30,000.00

Eligible applicants may not apply for, or benefit from, more than one grant per program objective category in any grant year.

SECTION THREE: GENERAL REQUIREMENTS AND RESTRICTIONS

1. Town Selectmen, staff or consultants involved with the TIF Plan and projects, and those who owns or controls an interest in property in the TIF District are not eligible to receive a TIF Grant.
2. The subject property, upon which the project will take place, shall be eligible for a TIF Grant once every three years.
3. The project will benefit and help to retain businesses in the Town of Kingfield.
4. The project will meet any applicable codes or regulations.
5. At the time of application, all taxes, sewer, applicable fees or other debts owed to the town by the building owner must be paid up to date.

6. Application must provide documentation of cost estimates and projected project timeline.
7. Housing is not viewed as a priority with the downtown portion of the TIF District, and, therefore, TIF funds will not be used to assist with redevelopment projects that are primarily residential in nature. The exception to this limitation is that upper story housing within a commercial building in the area may be allowed and may receive TIF funding assistance.
8. Application for TIF funding shall be made by a person or person who has an ownership interest in the subject property. This includes the owner of record, beneficial owner of a trust, or a person who has made an offer, which offer has been accepted, to purchase the subject real estate.
9. If the applicant does not own the property but is a prospective purchaser of the property, then the purchaser/application must submit a fully executed contract to purchase the subject property as proof.
10. Eligibility for grants as a business tenant: Business tenants may apply for grants; however, the grant application will require a copy of the commercial lease, written consent from property owner, and an affidavit that business will continue its operation for three years following disbursement of funds.
11. If business closes prior to the mandatory three years funds must be reimbursed by tenant and/or owner to the town within 30 days of closure or a lien will be placed upon real estate. Funds to be reimbursed as follows: closure within one year = 80% repayment, closure within two years = 50% repayments, closure prior to three years 20% repayment of total grant funds.
12. The project applicant must have and be able to show adequate bank or other financing for that portion of the project costs to be reimbursed by the TIF Grant and that portion of the project costs not being reimbursed with TIF Grant funds.
13. Applications for TIF assistance are normally considered by the town selectmen within 60 days of application. If approved, and funds are available, funds will normally be available for disbursement within 30 days of approved application.
14. All labor shall be provided at prevailing wages in compliance with state law.
15. Reimbursements will be made within 14 days of request provided proper documentation (receipts) are provided. The Town Manager will approve all payments, which will also be documented on a warrant requiring board signature.
16. Reimbursement funds must be requested within 60 days of grant competition. Approved grants must be fully expended within one year of approval.

SECTION FOUR: EVALUATION CRITERIA

Grant requests will be scored by the TIF Grant Review Committee comprised of 5 members of the general public that are town residents all of which to be appointed by the Town Manager. The Town Manager will facilitate all meetings. The Code Enforcement Officer and Fire Chief will attend meetings if directed to do so by the Town Manager. The TIF Grant Review Committee will review the application, and forward a recommendation for approval, or approval with conditions or changes, or disapproval to the Selectmen. The Selectmen will make all final determinations regarding application approvals. The following criteria, in the absence of other compelling reasons or benefits to the TIF District, will be used to evaluate each TIF Grant application:

1. Removal of Deteriorated Building Conditions: The value of addressing the blighting influence of deteriorating building conditions will be considered a priority.
2. Building Façade Improvements: The project will improve, repair or, as applicable, restore the building façade to its original historic character.
3. Structural Improvements: The project will meet any applicable codes or regulations.
4. Retain Existing Businesses: Enhancing the building façade and premises of existing established business will be a priority.
5. Job Creation/Retention: The potential for a project to create new jobs and retain existing jobs within the community is viewed as a priority.
6. Private Investment: While no match of private investment is required with respect to the grant used solely for façade improvements or code compliance, the Town may give priority to grants that leverage private investment. The applicant through cash investment, equity position, and/or commercial financing must supply the balance of funding of the project.

SECTION FIVE: GRANT LIMITS & FINANCIAL CAPACITY OF APPLICANT

1. Town Budget and Limits on Assistance: TIF revenues and expenditures are programmed on an annual basis according to the annual budget. Funding may be limited or denied based on these constraints. The Town has also adopted the following maximum limits on assistance:
2. Grants for objectives other than the prevention and/or elimination of slum and blight conditions, Façade restoration or building structural improvements outlined in Section Two shall be an **amount up to \$30,000.00**
3. Grants for the prevention and/or elimination of slum and blight conditions, Façade restoration, building structural improvements, other permanent building improvements shall be an **amount up to \$50,000.00** Grants to benefit low to moderate income persons shall be an **amount up to \$50,000.00**.

The Town Selectmen reserve the right to increase maximums allowed by an additional 50% if application is complete, has matching funds, and applicant submits documentation indicating a true hardship and need for additional funding.

4. Matching Funds: Applicants must provide a match (cash or in kind) of at least 10% of the total grant award. An in-kind match for a grant is a non-cash contribution of goods, services, or property to a project that has an equivalent monetary value. Rather than providing cash, the grant recipient or a third party donates things like volunteer time, free use of equipment, donated materials, or a free building space. The value of these contributions is documented and added to the grant budget, demonstrating the recipient's commitment and leveraging the grant funds.

5. Financial Capacity of Applicant: The applicant must provide documentation of individual or corporate financial information, as may be requested by the Town to determine availability of private funding, if applicable, for the project. The Town reserves the right to obtain outside evaluations of relevant financial information to evaluate the financial soundness of a project or applicant.

SECTION SIX: TIF GRANT APPLICATION PROCESS

The following procedures represent the general sequence of activities that can be expected, such as when filing an application for funding assistance through the TIF Grant Program.

1. The application may be submitted on the Second Friday in July or the Second Friday in January every year that TIF funds have been appropriated for the TIF Grant program. Applications will be considered on a first-come, first-serve basis.
2. Turn in a completed application with all plan drawings and/or other required attachments to the Town Manager.
3. The Application will be reviewed by the Town Manager to determine if application is complete. Applications will be reviewed to determine that the activities proposed meet one of the objectives outlined. Once the application is deemed complete, it will be referred to the TIF Grant Review Committee to determine final eligibility of the project and the amount of assistance allowed within 45 days of the submission of all required information. If additional information is required, the Town Manager will advise applicant of the information being requested, and upon receipt, refer to the TIF Grant Review Committee for review. The additional information, if requested, must be submitted within 14 days, or the application will need to be resubmitted in total.
4. Applications that are incomplete and/or non-conforming applications which do not meet the specifications set forth in the TIF Grant Guidelines will be removed from the scoring process during the first review
5. Applications for projects not demonstrating a firm financial commitment as required in the application materials will be removed from the scoring process during the first review.

6. If no additional information is needed, the TIF Grant Review Committee and Selectmen will determine the appropriate TIF Grant amount and contact the applicant to schedule a tour of the project site and building, if needed. Code Enforcement may be invited to come on the tour of the building.

7. Following execution of all appropriate program documents, the project may begin, subject to the terms and conditions set forth in the agreement.

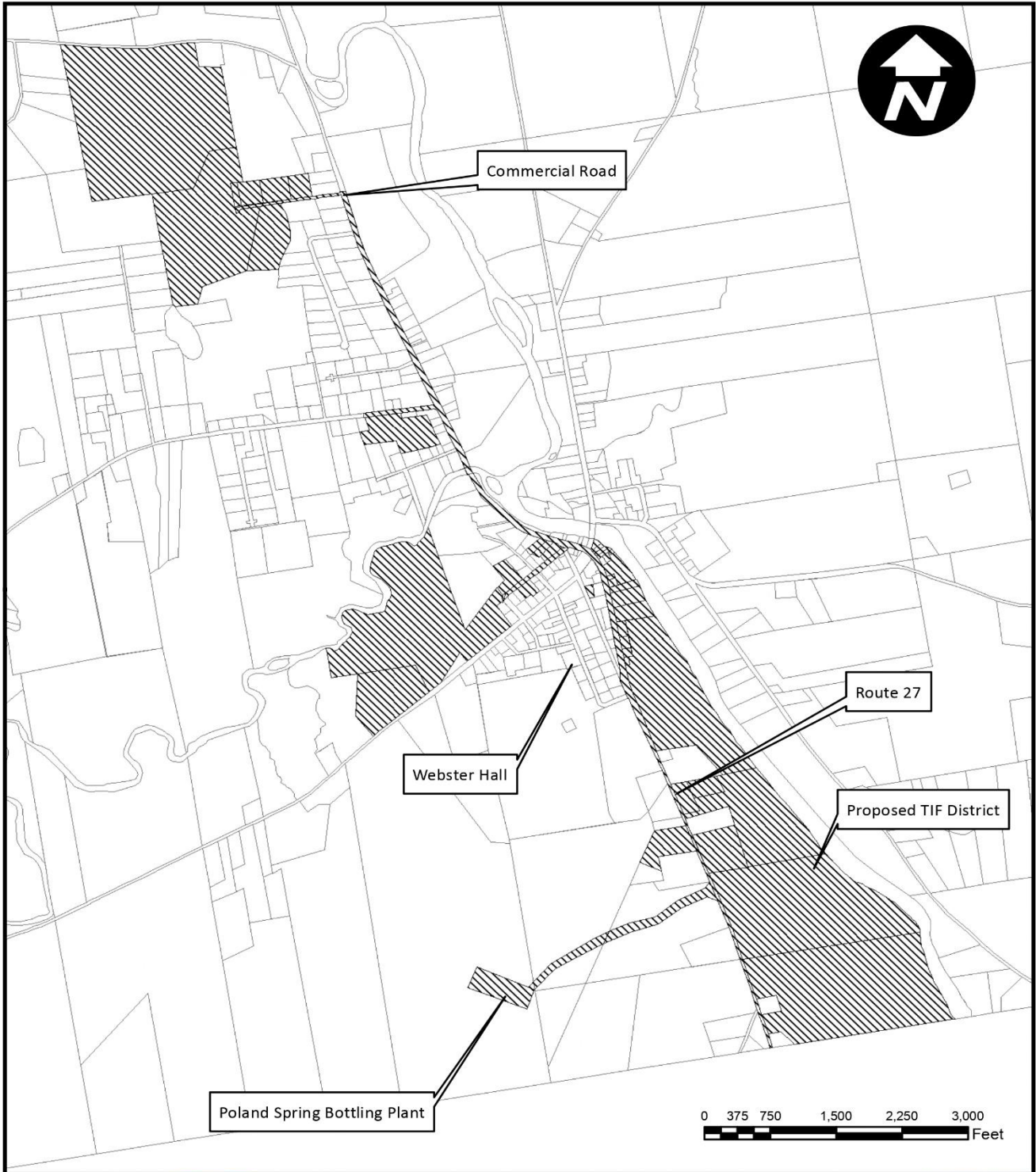
8. Upon project completion, applicant shall schedule a follow-up tour and submit actual project cost information, including copies of paid invoices, receipts, and such other documentation as may be required by the town to confirm TIF eligible cost incurred.

9. The town reserves the right to demand reimbursement of any funds spent that are deemed to be unjustifiable expenses. Recipients must repay on demand to the Town of Kingfield all funds expended if benefits are not achieved as specified in their application with the Town.

SECTION SEVEN: MISCELLANEOUS PROVISIONS

In addition to the policies set forth above, the following miscellaneous provisions should be noted by any applicant seeking TIF assistance from the Town of Kingfield. The adoption of these policies by the Town should not be construed to mean that the provision of financial incentives using TIF revenues is inherently approved for any applicant and/or project which may be able to comply with the policies as set forth herein. The Town of Kingfield reserves rights as follows:

1. To amend, modify, or withdraw these policies as it determines necessary and appropriate.
2. To require additional statements or other information as may be deemed necessary, from any applicant.
3. To waive any nonconformity with these policies by action of the Selectmen.
4. To waive any timetables established herein the Town may exercise the foregoing rights at any time without notice and without liability to any applicant, developer and/or project or any other party for expenses incurred in the preparation of an application for economic development assistance. The preparation of any such application and any costs related thereto shall be the sole responsibility of the applicant.



SEBAGO
TECHNICS
WWW.SEBAGOTECHNICS.COM

75 John Roberts Rd. - Suite 3A
South Portland, ME 04106
Tel: 207-200-2100

250 Goddard Rd. - Suite B
Lewiston, ME 04240
Tel: 207-788-5656

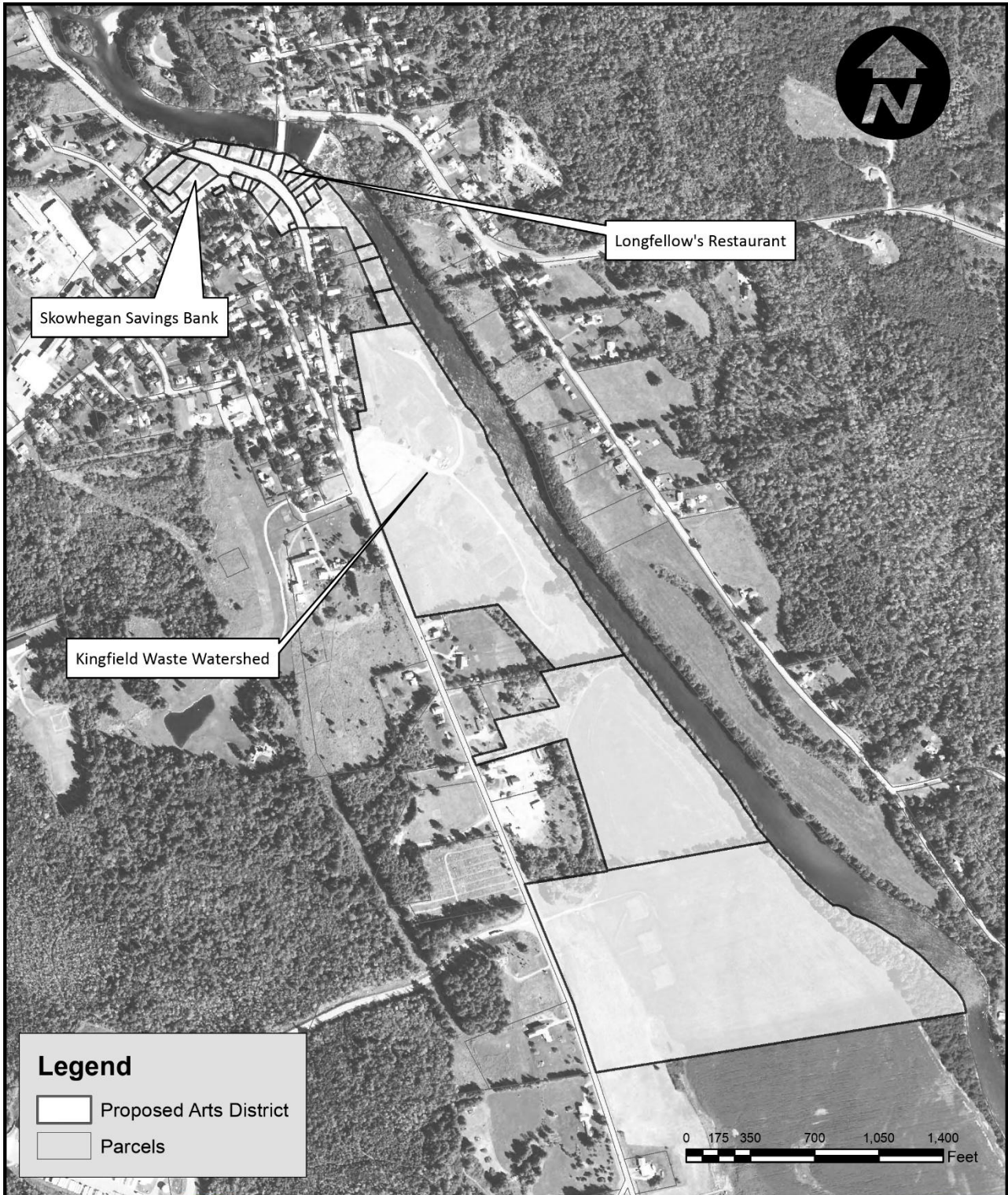
**Proposed District Boundary
Town of Kingfield**

LOCATION:
Kingfield, ME 04947

INFORMATION:
Proposed TIF District for Kingfield, Maine

SCALE: 1" = 1,500'
DATE: 10/06/2015





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WWW.SEBAGOTECHNICS.COM

75 John Roberts Rd. - Suite 1A
South Portland, ME 04106
Tel: 207-200-2100

250 Goddard Rd. - Suite B
Lewiston, ME 04240
Tel: 207-783-9656

**Proposed District Boundary
Town of Kingfield**

LOCATION:
Kingfield, ME 04947

SCALE: 1" = 700'
DATE: 10/15/2015

INFORMATION:
Proposed Arts and Cultural District for Kingfield, Maine



TIF Grant Program Application for the Town of Kingfield

Please submit application to: Town Manager
Town of Kingfield ~ 38 School Street ~ Kingfield, ME 04947
By email: manager@kingfieldme.org ~ By Fax: 207-265-4626

Reference: TIF Grant Application & Year _____

Deadlines: #1 The second Friday in July #2 the Second Friday in January

Questions: contact the Town Manager at 265-4637

Applicant Name: _____

Business Name: _____

Applicant Mailing Address: _____

Applicant Phone Number: _____ Email: _____

Type of Business Entity: Individual Corporation Partnership Other: _____

I am applying for a \$ _____

Reimbursement Grant Project Objective:

All TIF funded activities must meet one of objectives outlined below. *(check those that apply):*

- Benefit to low- and moderate-income persons; *(*Microgrants)*
- Prevention and/or elimination of slum and blight conditions, Façade restoration, Building structural improvements, and other permanent building improvements.
- To Deepen Community Impact and Spur Growth
- Are part of a long-range community strategy for Entrepreneurial Growth
- To Assist with Capital Growth for Community Arts
- Revitalization Funding Opportunity for Community Enhancement
- Interior Renovation that sparks local economic growth.

TIF Grant Program Application for the Town of Kingfield

Provide photos and/or drawings to assist in description.

3. Identify existing or proposed tenants of the building _____

1. Provide an estimate of the total number of jobs to be created or retained by the proposed project:

Present Number of Employees: Full Time _____ Part Time _____

Anticipated Number of Employees: Full Time _____ Part Time _____

2. Total Estimated Project Costs: \$ _____

(attached a detailed cost estimate breakdown)

Matching Funds: Applicants must provide a match (cash or in kind) of at least 10% of the total grant award. Provide budget details for grant, cash, and/or in-kind match. _____

3. Who will perform the work? _____

4. Building Data: Building square footage: _____ Number of floors in building: _____

Approximate year constructed _____ Most Resent Real Estate Taxes Paid: _____

Most Resent Sewer Paid _____ Current Use: _____

The undersigned has applied for a TIF Grant, and the proceeds of such grant used in connection with the project described herein. The applicant agrees to abide by all the Town of Kingfield codes and ordinances.

The applicant agrees to furnish information listed as application attachments and any additional information to the town as needed to review and consider this request.

By execution of this application, Applicant acknowledges and consents for the town to conduct any checks/inspections it deems necessary and appropriate.

TIF Grant Program Application for the Town of Kingfield

The undersigned acknowledges that interior work (and plumbing) in a commercial building (business) must be completed by an insured contractor. The undersigned acknowledges that a contractor is the most qualified party to perform this work due to experience and required credentials for certain trades, and a contractor ensures the work is compliant with local building codes.

Applicant's Signature

Date

Applicant's Signature

Date

Owners Signature *(if not applicant)*

Date

Owners Signature *(if not applicant)*

Date

(Applicant – do not write below this line)

TIF Grant Program Application for the Town of Kingfield

Date Application Received: _____

Application complete _____ Y or N _____

Additional Information required _____

Deadline to receive _____ Received by deadline _____ Y or N _____

Town Manager signature of review: _____

Grant Committee Additional Remarks/Comments: _____

Grant Committee Grant Amount: Recommendation _____

Grant Committee signatures:

TIF Grant Program Documentation/Summary

For the year _____

(Keep this with application request/approval and documentation)

Applicant Name: _____

Business Name: _____

Reimbursement Grant Project: Façade restoration _____ ADA, life safety and other building code compliance related improvements _____ Other permanent building improvements _____.

General Description: _____

Total Estimated Project Costs: \$ _____ Grant amount: _____

Who's performing the work? _____

Quote provided: _____ Taxes/financials submitted _____

Match amount documentation _____

Work to begin _____ Work to end _____

Code Enforcement approval _____

Accounting of invoices paid _____

Wage determination (if necessary) _____

Project closed out (date and signature) _____

Notes: _____

TIF Grant Acknowledgement of Lien with the Town of Kingfield

The undersigned acknowledge by signing below that if the business closes prior to the mandatory three years funds must be reimbursed by tenant and/or owner to the town within 30 days of closure or a lien will placed upon said real estate where business is located.

Funds to be reimbursed as follows: closure within one year = 80% repayment, closure within two years = 50% repayment, closure prior to three years 20% repayment of total grant funds.

Applicant's Signature

Date

Applicant's Signature

Date

Owners Signature *(if not applicant)*

Date

Owners Signature *(if not applicant)*

Date

Town of Kingfield

Date

Code Enforcement Determination of SPOT BLIGHT

A definition of a slum and blighted area can be found in the MRS Title 30-A, Chapter 205, 5202.

A. An area in which there is a predominance of buildings or improvements which are conducive to ill health, the transmission of disease, infant mortality, juvenile delinquency or crime and are detrimental to the public health, safety, morals or welfare because of: 1) Dilapidation, deterioration, age or obsolescence; 2) inadequate provision of ventilation, light, air, sanitation or open spaces; 3) high density of population or overcrowding; 4) the existence of conditions which endanger life or property by fire and other causes; or 5) any combination of these factors.

B. An area which is a menace to the public health, safety, morals, or welfare in its present condition because of: 1) the predominance of inadequate street layout, unsanitary or unsafe conditions; 2) tax or special assessment delinquency exceeding the fair value of the land; 3) the existence of conditions which endanger life or property by fire and other causes; or 4) any combination of these factors.

Name or description of building/site: _____

Address of site: _____

Description of specific conditions of blight or physical decay of site: _____

Why is this site detrimental to public health and safety? _____

Certification

(Must be signed by Code Enforcement Officer)

I hereby certify that to the best of my knowledge and experience the site indicated above is blighted in nature and furthermore is a threat to public health and safety.

Authorized Signature

Date

