

ITEM 29

BACK UP MATERIALS



Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY

DEVELOPMENT

28 FEDERAL STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-721-0292

FAX 207-725-6663

TO: Brunswick Town Council Members

FROM: Linda Smith, Business Development Manager

SUBJECT: Midcoast Regional Redevelopment Authority's Request for Community Development Block Grant funds to support matching requirement for Make it in America grant

DATE: March 14, 2014

The Midcoast Regional Redevelopment Authority (MRRA) is requesting the Town of Brunswick to submit a request to the Department of Economic and Community Development's Office of Community Development for \$250,000 from the Community Development Block Grant program to provide funding as match for the U.S. Department of Labor and U.S. Department of Commerce "Make it in America" grant award.

The Midcoast Regional Innovation Initiative (MRRI, Coastal Counties Workforce Inc., and Maine MEP) proposed via the *Make it in America* federal funding opportunity to accelerate Foreign Direct Investment (FDI), re-shore jobs, and expand manufacturing employment by establishing an advanced manufacturing and technology accelerator and providing workforce training and supply chain technical assistance within a 50-mile radius of the former Naval Air Station Brunswick. MRRA and the co-applicants were awarded the grant for their integrated multi-faceted strategy to:

- Improve regional infrastructure by renovating a 93,000 square foot, former Navy maintenance/repair facility to create an advanced manufacturing accelerator, TechPlace, that targets four sectors with growth potential: aerospace/aviation, advanced materials/composites, renewable energy, and biotechnology;
- Strengthen Small and Medium Sized Enterprises (SMEs) in the four targeted sectors by undertaking supply chain initiatives that better position regional manufacturers for growth opportunities;
- Institute training programs to build a highly-skilled and diverse workforce capable of meeting employer demand in the four targeted technology sectors.

To achieve these goals, MRRA is requesting \$250,000 in Maine DECD Community Development Block Grant (CDBG) funds to complete a \$1.5 million renovation of Building 250

at Brunswick Landing: Maine's Center for Innovation (formerly NASB). The scope of work includes roof repair, HVAC system repair, general construction, Americans with Disabilities Act upgrades and compliance, National Fire Protection Act 101 Life Safety Code compliance, and Project Management. MRRA has secured \$1,250,000 of the engineering estimates of \$1,500,000 required for the scope of work completion. EDP funds of \$250,000 are requested no later than October 2014 and would be utilized to complete the scope of work items. MRRA and its Make it in America grant partners, anticipate the timely creation of 25 jobs.

The draft CDBG application is attached for your reference. Steve Levesque, MRRA Executive Director, will be available at the March 24, 2014 Town Council meeting to answer any questions.

PUBLIC HEARING NOTICE

The Town of Brunswick

The Town of Brunswick will hold a Public Hearing on March 24, 2014 at 7:00 P.M., in the Town Council Chambers, 85 Union Street to discuss an application being submitted to the State of Maine CDBG program for an Economic Development Program grant. The purpose of the request is to provide funding as match for the Midcoast Regional Redevelopment Authority's U.S. Department of Labor and Commerce "Make it in America" grant award. Public comments will be solicited at this Hearing and will be submitted as part of the application's required documentation.

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: Linda Smith, 28 Federal Street, Brunswick, ME 04011 at any time prior to the Public Hearing. TDD/TTY users may call 771. If you are physically unable to access any of the City's/Town's programs or services, please call Linda Smith at 721-0292, so that accommodations can be made.



BRUNSWICK TOWN COUNCIL RESOLUTION

WHEREAS, the Town of Brunswick 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 of Brunswick 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 Town of Brunswick that the Town Manager:

- 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: Economic Development Program Amount: \$250,000

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

- 2) Is authorized to make assurances on behalf of the Town of Brunswick as 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 Town of Brunswick and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

DATE ENACTED: March 24, 2014

Municipal Seal



Paul R. LePage
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



George C. Gervais
COMMISSIONER

February 7, 2014

Gary Brown, Town Manager
Town of Brunswick
28 Federal Street
Brunswick, Maine 04011

Dear Mr. Brown:

The Office of Community Development (OCD) has reviewed the Letter-of-Intent to apply you submitted for the 2014 Community Development Block Grant (CDBG) Economic Development Program. Our review showed that the Town of Brunswick, on behalf of Midcoast Regional Redevelopment Authority, has met the requirements established by Title I of the Housing and Community Development Act of 1973, as amended and the State of Maine CDBG program. Therefore, the Town of Brunswick is eligible to submit an Economic Development program application for this project under the exception that the following conditions can be met and demonstrated in the application:

1. CDBG funds will be reimbursed for eligible costs once the Office of Community Development has been provided documentation demonstrating the required number of jobs have been created by an identified business(es) and the 51% LMI requirement achieved.
2. Jobs must be created within 12 months of grant award. LOI indicates job creation to occur in December of 2015.

Please note that the application must include municipal legislative body approval as well as all matching funds **must** be fully committed and secure before the application deadline date and additionally, the applicant must demonstrate that the financial resources are available to complete the entire project as presented in the application. If the application and financial documentation package does not contain all of the required items identified in the application checklist, it will be deemed incomplete and will not be scored.

Please remember that eligibility to submit a final application does not imply final project approval or funding and that the **application is due at OCD by 4:00pm on Friday, March 28, 2014** and must meet all the requirements of the 2014 CDBG program. Failure to submit a complete application by this date will require the submission of a new Letter of Intent.

Gary Brown, Town Manager
Town of Brunswick
February 7, 2014
Page 2

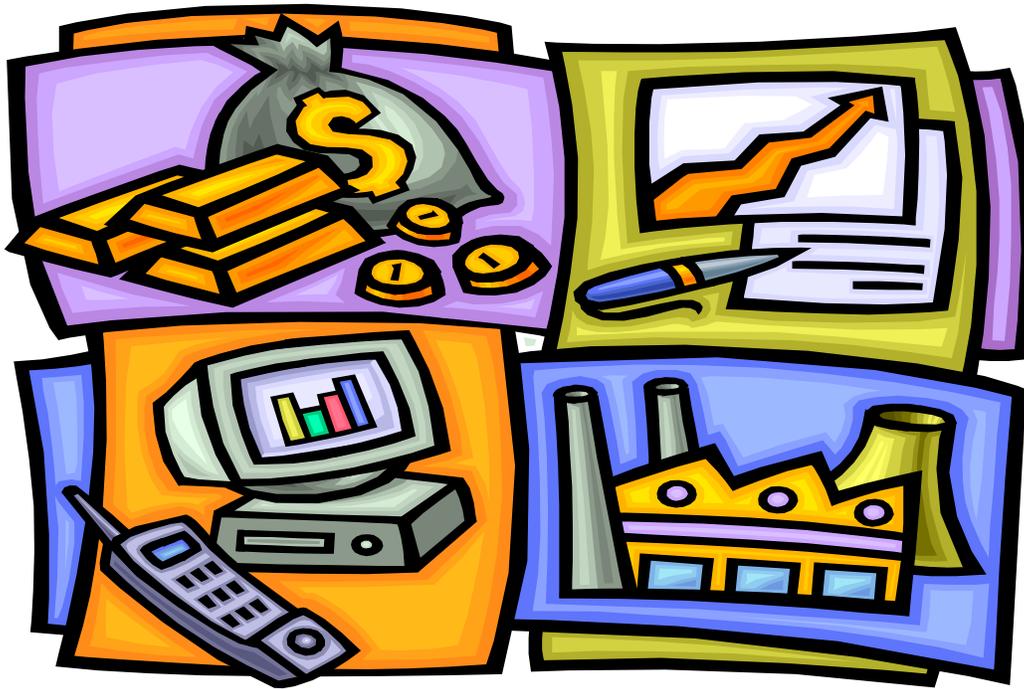
You may contact Andrea Smith at #624-9813 or andrea.smith@maine.gov with any further questions regarding the 2014 CDBG application process.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah Johnson", with a long horizontal flourish extending to the right.

Deborah Johnson, Director
Office of Community Development

cc: Steve Levesque, Midcoast Regional Redevelopment Authority
Andrea K. Smith, Office of Community Development



State of Maine

Community Development Block Grant Program

2014 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

BY INVITATION ONLY

Economic Development Program



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*not required for municipally owned projects

Appendix

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Application Timetable & Requirements

Economic Development Applications for Activity Groups 1 and 2 (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.

**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 8 for exact packaging instructions. Include only those attachments requested by OCD.

ONE ORIGINAL and ONE COPY OF APPLICATION PACKAGE AND REQUIRED FINANCIAL DOCUMENTATION and THREE COPIES OF APPLICATION PACKAGE ONLY

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 AND INCOMPLETE APPLICATIONS WILL NOT BE SCORED.

This Application is available electronically at:

www.meocd.org

A STEP-BY-STEP GUIDE FOR SUCCESSFUL APPLICATION SUBMISSION PLEASE REVIEW ALL DOCUMENTS CAREFULLY!

Application Timetable and Requirements. Follow instructions on Page 3 for due date, number of copies to submit, font size, paper size, and margins. For additional information on all CDBG programs consult the 2014 CDBG Program Statement available on the OCD web site. www.meocd.org

Application Checklist & Packaging Requirements, Page 8. 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.

Application Cover Sheet and Certifications, Pages 9-13. 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) as well as the signature of the CEO from the business to be assisted with CDBG-EDP funds.

Community Benefit Worksheet, Page 14. 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.**

EDP Applications in support of retail business activity, Page 15. These applications are accepted under limited conditions. These conditions must be met and this form signed by the applicant municipality and business representative.

Job Creation Assurances and Job Creation Baseline Employment Summary, Pages 16-17. 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.

Matching Funds Table, Page 18. 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 20 for documentation requirements.

Budget Summary, Page 20. Include all CDBG and matching funds commitments. Be sure the final amount indicated equals the total project amount.

Consumer Credit Authorization Form, Page 21. Any person having an ownership interest in the company of 20% or more must complete this form.

Financial Summary Statement, Page 22. 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.**

Responses to Questions, Appendix A, Page 24-25. Use a maximum of six (6) 8½ x 11 pages for your Required Responses to the Problem Statement, Proposed Solution and Citizen Participation criteria contained in Appendix A Pages 24-25 of this application package. 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. Make sure you address each applicable subcategory clearly and concisely.

Job Category Definitions and Class Numbers, Appendix B, Page 26. Economic Development Program applications must indicate the number of jobs and the types of jobs that will be created or retained as part of the development project.

Public Hearing Notice. Appendix C, Page 28. 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 C, Page 28.

Local Legislative Body Approval. Appendix D, Page 29 and Appendix E Page 30. 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 D, Page 29 for the Sample Council Resolution and Appendix E, Page 30 for the Sample Town Meeting Warrant Article.

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 or applications deemed incomplete 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 Equivalent (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. **Applicants must attach a copy of a certified town warrant or council resolution to accept funds. It must specifically name the CDBG Economic Development Program and indicate 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 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.

STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Application

APPLICATION PACKAGE REQUIREMENTS:

- 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)**
- (NA) 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
- Matching Funds Table
- Budget Summary
- (NA) Consumer Credit Authorization
- Financial Summary Statement **(if applicable)**
- Documentation of public hearing notice (notice, minutes and attendance list)
- Documentation of Local Legislative Body Approval

FINANCIAL DOCUMENTATION REQUIREMENTS:

- 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).
- (NA) Personal Financial Statement and Federal Income Tax Returns for the previous three years of all owners and guarantors with 20% or more ownership.
- Pro forma balance sheets, income statements and monthly cash flow statements with supporting assumptions for at least the period required for job creation. Identify the person preparing them, their expertise and experience in the particular business area involved, and state the assumptions on which income projections are based.
- Signed commitment letters from all financing sources indicated as providing match funding for the project. Letters of Commitment must include the amount of funds committed to the project, the use of those funds and the terms and conditions under which the funds are being committed. 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.
- (NA) Amount of capital to be invested including name of each investor; amount of investment and written documentation or confirmation of commitment for each investor
- Opening day balance sheet showing all capital and debt
- Documentation of expertise or expertise of all involved parties
- Evidence of potential sources of revenue adequate to allow evaluation from the standpoint of likelihood and magnitude, and copies of any contract(s) anticipated to generate revenue

An original and one set of application and required financial documentation must be provided as well as three copies of the application package only. If the application and financial documentation package does not contain all of the required documentation it will be deemed an incomplete application and will not be scored.

Do not include any material not specifically requested in the above checklist. If supplemental information such as collateral appraisals, marketing plans, resumes, site assessments, etc. is needed they will be requested by the Office of Community Development.

**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 8 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: Town of Brunswick	County: Cumberland	
Mailing Address: 85 Union Street, Brunswick	State: Maine	Zip Code+4: 04011
Manager/Contact Person: John Eldridge , Interim Town Manager	E-Mail: jeldridge@brunswickme.org	
Phone: 207-725-6659	Fax: 207-725-6663	
Applicant Municipality DUNS (Dunn & Bradstreet) #: 077466274		

II. APPLICANT BUSINESS INFORMATION

Legal Name of Business: Midcoast Regional Redevelopment Authority			
Legal Address of Business where jobs will be created and/or retained: 2 Pegasus Street, Suite 1 Unit 200			
Town/City: Brunswick	State: Maine	Zip Code: 04011	County: Cumberland
Manager/Contact Person: Steve Levesque, Executive Director			
Phone: 207-798-6512	Fax: 207-798-6510		
Email: stevel@mrra.us	Website: mrra.us		
Please check if you <input type="checkbox"/> Own <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Rent (20 year Lease in Furtherance of Conveyance)			
Square Feet: 94,609 Monthly Payment:\$0.00(zero) Replaced by New Facility <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Federal Employer Identification Number: 14 -2010196 (of applicant business)			
Applicant Business DUNS (Dunn & Bradstreet) #:808096304			
Is the Applicant Business currently in bankruptcy proceedings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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: State of Maine, Public Municipal Corporation

III. BUSINESS OWNERSHIP (attach additional sheets as necessary)

Name and Title: NA

% of Ownership:

Legal Address:

Annual Compensation:

Name and Title: NA

% of Ownership:

Legal Address:

Annual Compensation:

IV. PROPOSED SOURCES AND USES OF FINANCING

Sources:	Amount:	Uses:	Amount:
Bank	\$0	NA	\$NA
Owner Cash Contribution	\$250,000	Construction project; EDA authorized scope	\$250,000
CDBG	\$250,000	Construction project; EDA authorized scope	\$250,000
Other (Specify): EDA Brunswick Dev Corp	\$750,000 \$250,000	Construction project; EDA authorized scope	\$750,000 \$250,000
Total Project Cost	\$1,500,000	Total Project Cost	\$1,500,000

V. PROPOSED COLLATERAL

Available to secure job creation or job retention connected with the grant of CDBG funds in the event DECD elects to secure such requirement/repayment with assets of the Applicant business for a term of up to five years; to secure CDBG Economic Development Program Funds

Type/Description	Existing Lienholder	Outstanding Balance	Available Collateral
MARRA Guarantee			

VI. SUMMARY OF BUSINESS EMPLOYMENT AND BENEFITS

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

Projected Employment Increases Over Next 12 Months:
Full-Time # _____ Part-Time # _____

Minimum Starting Hourly Wage: Full-Time \$ 14.86 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 10 3. Technical ___ 4. Sales ___
5. Clerical/Office 7 6. Craftworker ___ 7. Operatives 8 8. Laborer ___
9. Service Worker ___

Occupation/ Job Title	Hire Date	# of Jobs	Annual Earnings	Total Payroll
Professional	12/15	10	\$43,748	\$625,596
Clerical/Office	12/15	7	\$30,903	\$309,339
Operative	12/15	8	\$41,830	\$478,535

F/T Workers Benefits (check if applicable)

Undetermined - Target businesses will start as Sole Proprietorships

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

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: John Eldridge
Date:	Title: Interim Town Manager, Town of Brunswick
Signature of Business Representative:	Name: Steve Levesque
Date:	Title: Executive Director, Midcoast Regional Redevelopment Authority

Section 1 Problem Statement

Scope of the Problem

The closure of Naval Air Station Brunswick (NASB) represented one of the largest single employer relocations or closings in the history of the state, behind the closing of the Loring Air Force Base. The State Planning Office conducted an assessment of impact closure and revised the state gross product projection in 2015 downward by \$390 million, cutting the projected growth rate from two to approximately one percent and estimated the total job loss at 6,500 jobs, 5,500 of which would be in the Brunswick labor market area. They also revised the state population growth downward by 7,400 as a result of the base closure. State personal income was also reduced by \$370 million. Revenues to the State of Maine are also expected to be reduced by some \$20 million.

Impact on Community and Region

The economic impact of this closure will further compound the job losses due to the economic recession. For every civilian worker on the Base who lost their job, there are estimated to be two additional civilian workers in the region who will be lost their jobs due to the lack of consumer spending and demand for services by the military.

According to a study by the State Planning Office, the Brunswick Labor Market Area (LMA) will bear the brunt of the direct economic impacts from the loss of BNAS. The Brunswick LMA will have approximately 5,500 fewer jobs. This is equivalent to roughly 84% of the anticipated reduction of state employment growth. Much of this decline is directly attributable to the direct job losses of military and civilian employees, which accounts for nearly 60% of the region's employment impact. After federal military and civilian employment, the most heavily affected industries were estimated to be retail (loss of 438 jobs), construction (loss of 435 jobs), food services (loss of 218 jobs) and local government (loss of 168 jobs). These industries often hire individuals from the low-moderate income means.

Brunswick Landing is located in a HUB Zone, a Pine Tree Development Zone, a Foreign Trade Zone, and is also eligible to participate in the US Treasury Department's New Market Tax Credit program to assist in bringing capital to qualifying low income communities.

Need for Funds

The Midcoast Regional Redevelopment Authority (MRRA) is a municipal corporation established as a body corporate and politic and a public instrumentality of the State created by 5 MRSA§13083-G and is recognized as the local redevelopment authority charged with the responsibility of implementing the Reuse Master Plans for NASB and its Topsham Annex. Fifty percent of the MRRA's revenues are derived from lease income. The balance of funds comes from a grant from the Office of Economic Adjustment within the Department of Defense (25.0%) and utility fees charged to our customers for electricity, water and sanitary sewer services (25.0%).

The key to developing more jobs and more prosperity in Maine will be to create, manufacture, and deploy new products and processes. There is a significant need for entrepreneurial accelerator space in the Midcoast region to support the business development needs of early stage businesses in critical STEM (Science, Technology, Engineering and Mathematics) occupations. Innovation is essential for creating new livable wage jobs in both the high-tech and traditional business sectors in Maine. In recent years, innovation has led to new jobs in high-tech and advanced manufacturing sectors as diverse as aerospace, nanotechnology, life sciences, and alternative energy. This investment in innovation will provide affordable access to accelerator space with shared services and equipment; this investment in innovation in the primary impacted communities affected by base closure will lead to a more productive and faster growing economy, with higher returns to workers and increases in living standards.

In March 2013, President Barack Obama announced the creation of the Make it in America Challenge as a way to “help distressed regions build on existing assets, promote a competitive environment for foreign-owned and domestic firms to establish and grow their U.S. operations, create jobs and develop a skilled workforce for specific industries.” [press release statement] MRRA, Maine MEP, and Coastal Counties Workforce, Inc. partnered in a strategic approach in submission for the MIIA Grant. The co-applicants proposed an integrated multi-faceted strategy to (1) improve regional infrastructure by renovating a 93,000 ft², former Navy maintenance/repair facility to create an advanced manufacturing accelerator, *TechPlace*, that targets four sectors with growth potential: aerospace/aviation, advanced materials/composites, renewable energy, and biotechnology; (2) strengthen Small and Medium Sized Enterprises (SMEs) in the four targeted sectors by undertaking supply chain initiatives that better position regional manufacturers for growth opportunities; and (3) institute training programs to build a highly-skilled and diverse workforce capable of meeting employer demand in the four targeted technology sectors. Together, more than \$2M was awarded to the partnership. The Economic Development Administration awarded MRRA \$750,000 provided there was a 1:1 non-federal match. MRRA matched \$250,000 and the Brunswick Development Corporation matched \$250,000. The requested CDBG funds will be used as gap funding to complete the required EDA match to make building improvements to accommodate the transition of a Navy hangar to a business accelerator.

This initiative builds on MRRA’s success in Brunswick Landing’s partnerships, marketing, financing, Foreign Trade Zone designation, developing Renewable Energy Center, and overall redevelopment success. Forty-five entities now call Brunswick Landing home and those entities are in the process of creating 750 jobs.

Section 2 Proposed Solution

Project Description

Not yet three years since Base closure, Brunswick Landing: Maine’s Center for Innovation has become the home of a world-class aviation complex and a broad high-tech business campus that includes the development of an advanced composites cluster, medical manufacturing, and a renewable energy center.

The requested funds will be invested in Building 250, *TechPlace* to meet Americans with Disabilities Act and National Fire Protection Association (NFPA) 101 Life Safety Code requirements, and other infrastructure and building improvements to support the identified industry clusters. Building 250 has 94,000 sf of office, shop, laboratory, and workspace available and is well-suited for small and medium enterprise manufacturing, R&D, start-up and emerging technology businesses.



The facility was constructed as part of a base expansion project in 1956. Building 250 served as the aircraft intermediate maintenance department for the Navy and supported station aircraft, tenant squadrons, and special units; this work consisted of calibration, repair, or replacement of damaged or unserviceable parts, components, or assemblies; limited manufacture of parts; and technical assistance. As such, the building was divided up into

specialized laboratories and workspaces to repair engines, airplane components, and equipment.

Funding of this project will allow MRRA to shape a new foundation for sustainable economic growth in Maine, building on the important and growing technology clusters that are developing at Brunswick Landing and in the State, particularly in the areas of aerospace research & development, composites technologies, energy, and biotechnology. Each of these targeted industry sectors were identified in the Reuse Master Plan for NAS Brunswick which builds upon both the physical assets at Brunswick Landing and the skills of the local labor force. Opportunities created at *TechPlace* will result in end-to-end technology transfers to existing target industries already located at or locating to Brunswick Landing and migratory paths for workers with emerging skills.

MRRA has executed a twenty year Lease in Furtherance of Conveyance with the Navy to allow the use of Building 250 in advance of its eventual transfer. No real property acquisition, including rights-of way and easements, are required for the completion of the proposed project. MRRA will own all lease hold improvements and will manage the property and operations of *TechPlace*. All funds provided by the EDA and all matches will be dedicated to hard costs only and generally used as described below:

- Roof Repair - Repair of upper/lower/sloped roof;
- HVAC Systems - Clean/flush hydronic distribution loop & chilled water loops and coils; service and verify air handling units; service and verify carrier vertical units and air cooled chillers; test and inspect hydronic heating and chilled water pumps; verify and commission existing delta controls for operation and function; verify bath and general exhaust fans;
- General Construction – Demolition and site work, including removal of existing fence and concrete slab at entry, selective interior demolition, earthwork at entry;
- Building allowance – Renovate/upgrade restrooms, repair/replace exterior doors, upgrade reception/admin areas, general cleanup, miscellaneous painting in common corridors;

- Americans with Disabilities Act - Full compliance, including bathrooms, entry/exits, parking lots, doorknobs;
- National Fire Protection Act 101/LSC - Full compliance, including fire walls, entry/exits;
- Project Management - Architecture, Engineering, Design and Project Management

Funding of this project will allow MRRA to fulfill its business attraction mission by capitalizing on and marketing a ready asset to our targeted industrial sectors. MRRA estimates *TechPlace* could quickly accommodate as many as 200 individuals. *TechPlace* will be home to multiple entities, attracting the young entrepreneur Employees would include business owners, researchers, engineers, product development specialists, material specialists, machining operators, manufacturers, and administrative and financial staff support personnel. Workforce development programs will be coordinated with the Southern Maine Community College Brunswick Landing campus in concert with Coastal Counties Workforce, Inc, and with mentoring support of business leaders coordinated by the Maine Technology Institute (on-site at Brunswick Landing) and the Maine Manufacturing Extension Partnership.



MRRA has had a successful track record of achievement since base closure in attracting growth businesses, both foreign and domestic, in spite of the most significant recession in over eighty years and a lagging Maine economy. MRRA’s achievements have been recognized by the Association of Defense Communities, the Maine Development Foundation, and the Southern Midcoast Chamber of Commerce.

MRRA has committed to obligate itself under this grant award to the creation of 25 jobs including LMI jobs. The expected total employment for entities in *Tech Place* will be approximately 300 employees. Additionally, first year projections have *TechPlace* paying \$29,600 in Property Tax to the Town of Brunswick.

Effect on Assisted Business

Upon base closure, Brunswick and the primary impacted communities suffered from the loss of Maine’s fifth largest employer (when compared to private employers in the state). Yet the region mobilized quickly and teams of regional citizens provided significant input to the development of Reuse Master Plans to ensure rapid redevelopment and true sustainable economic growth for the former base properties. Funding of this project will facilitate continued durable economic growth in the region, complementing advanced manufacturing in the growing regional clusters of composite technology such as those used in traditional Maine industries like marine trades and boat building as well as new opportunities like those of Swedish owned Mölnlycke Health Care, one of the newest manufacturing tenants at Brunswick Landing.

In our increasingly interconnected and globally competitive world economy, nurturing and unleashing innovation is an essential component of economic development. Over the past fifteen years, it has been well documented that technology-based growth drives economic growth and success. Developing new products and processes, services and business models makes companies more productive and more competitive and keeps quality jobs in Maine. Since Maine is not experiencing population growth, economic growth must come from increased productivity, higher wage jobs and a rising standard of living. High quality and innovative development in emerging areas is needed to attract and retain young professionals and their families.

TechPlace will support the dynamic aspects of manufacturing, including the ability to quickly respond to emerging customer needs through innovations in production processes and innovations that support the supply chain. The economic development plan for Brunswick Landing was designed to grow specific industry clusters that build on the strengths of the skills, capacity, and supply chains available in the base closure primary impacted communities, thereby promoting critical mass to support these fledgling industry clusters on a national scale and to promote local job growth. Through discussions of our vision of *TechPlace*, MRRA has received numerous inquiries from companies in need of the space and services now that we could soon provide. This project investment will transition Building 250 from military use to commercial use, and allow MRRA to actively market and attract businesses in our targeted market clusters and provide ready space for immediate production.

Known competitors include two business incubators in Portland and one in Orono, though these incubators are office space alone. *TechPlace* provides the space to create and produce.

The greatest risks to the project will likely be the challenge of business activity classification related to product development (e.g. can Business A creating Product B be located next to Business C creating Product D). The enormity of the space in *TechPlace* as well as the continued discussion with Town of Brunswick Fire and Code representatives mitigates this concern.

Project Timeline and Feasibility

The renovation of *TechPlace* is scheduled to be complete October 2014. MRRA has signed an Architecture and Engineering contract to include to scope of work on *TechPlace*. Design and planning work is in progress and the projected timeline is below:

CDBG EDP Grant Application	March 28, 2014
Design/Working Documents	March 31, 2014
Permitting review/approval	May 9, 2014
Bidding/procurement period	May 30, 2014
Construction period	July-September, 2014
Substantial completion	October 15, 2014

Primary managers of *TechPlace* include Steve Levesque, Jeffrey Jordan, and Suzanne Krauss (resumes attached). Steve Levesque is the Executive Director of MRRA and has years of

economic development and public sector experience, serving as the Commissioner of Maine MECD, Director of Development City of Lewiston, and Chief Planner for Maine Land Use Regulation Commission. Jeffrey Jordan is the Chief Financial Officer/Deputy Director of MRRA and has served as City Manager for the City of South Portland and the Assistant to the City Administrator/Mayor for the City of Lewiston. Suzanne Krauss is the Business Relations Coordinator at MRRA and has served as Senior Property Administrator for Lockheed Martin, Strategic Communication Director for NASB, and continues to serve as a Commander in the Navy Reserve.

Section 3 Citizen Participation

Public Hearing Process

The planning effort that resulted in the Reuse Master Plans for NASB and neighboring Topsham Annex was structured to include a series of public meetings, workshops, and surveys that were designed to be open and inclusive. As a result of the Brunswick and Topsham local redevelopment authorities' strong emphasis on public participation, Reuse Master Plans were produced that are strongly endorsed by area residents, state and local government officials, and business and civic leaders. Over the course of the public participation process the Brunswick Local Redevelopment Authority (BLRA), our predecessor agency, conducted 18 public planning workshops, sessions and seminars, which were attended by over 1,500 participants. This proposed reuse of Building 250 is consistent with the Reuse Master Plan.

A public hearing was also held before the Brunswick Town Council on March 24, 2014. The published public hearing notice, hearing minutes, and attendance list are attached.

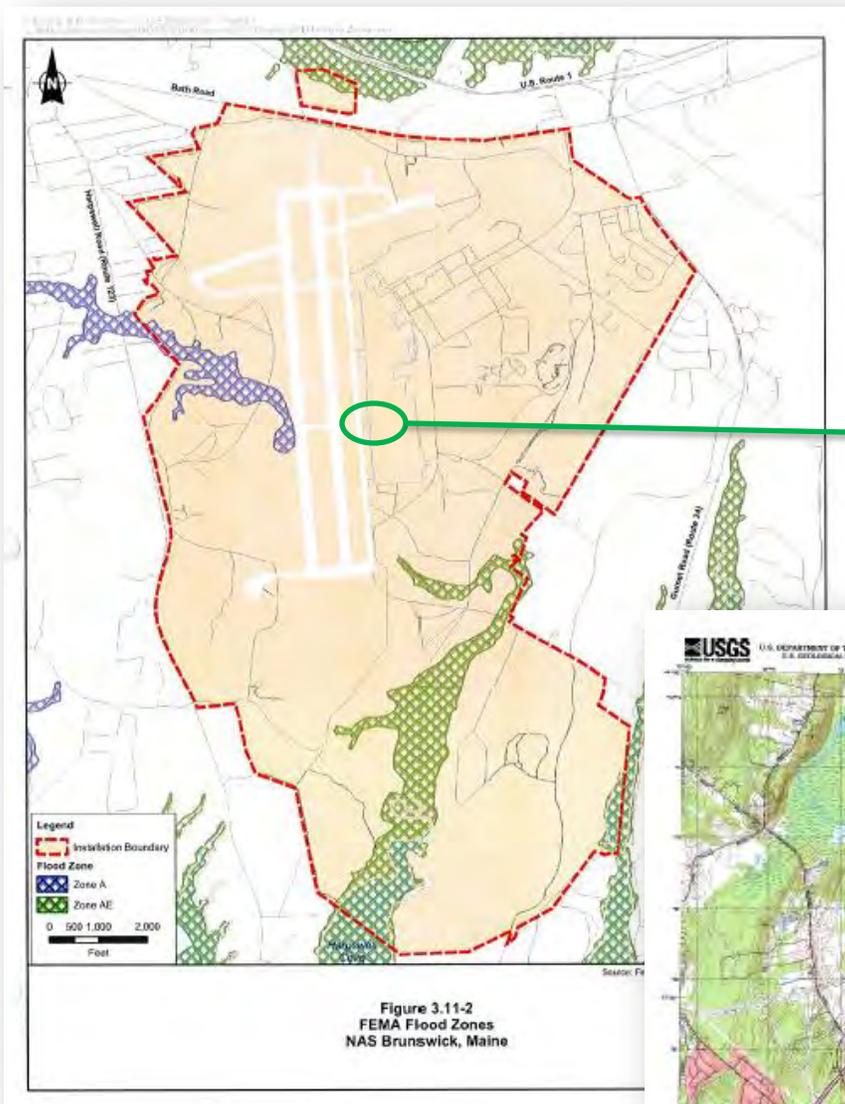
Business/Local Involvement

This initiative has received strong support from national, state, and local organizations representing private business, government, the not-for-profit sector and the state's higher education institutions.

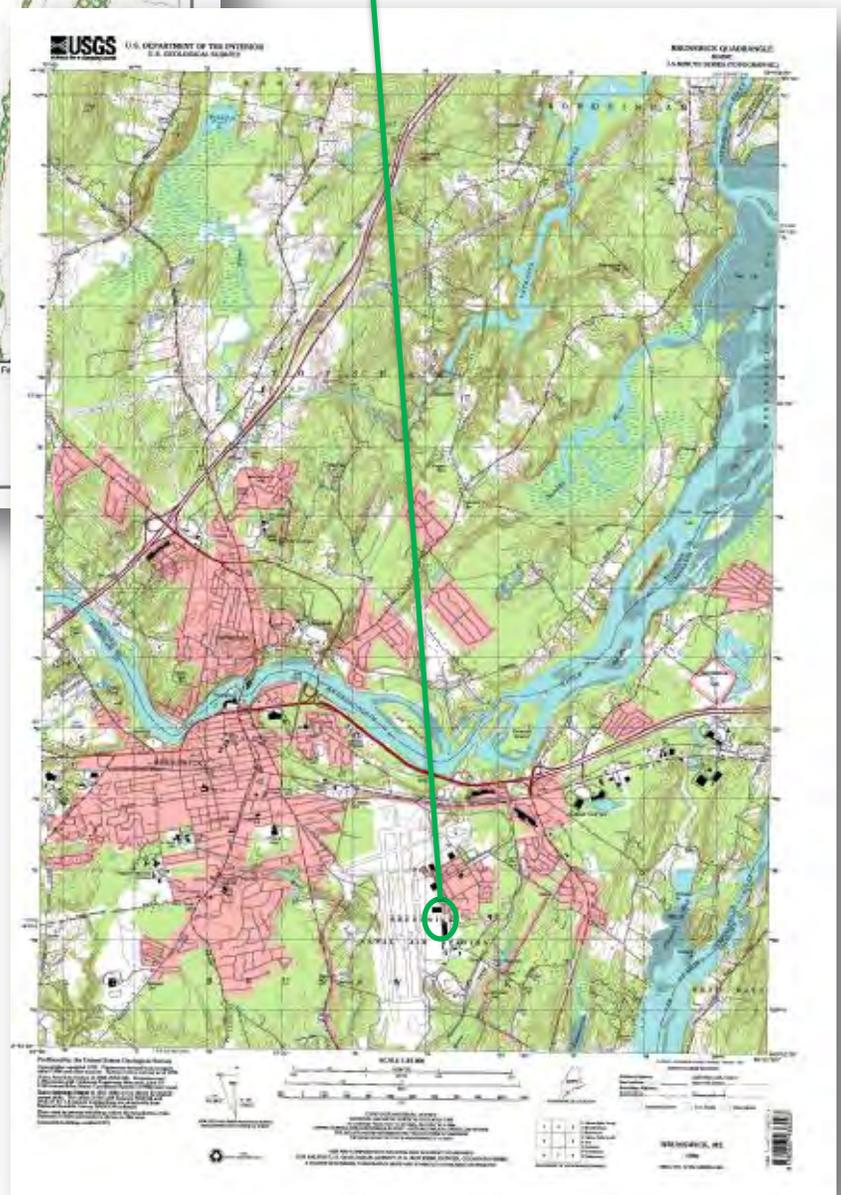
- Midcoast Regional Redevelopment Authority
- Maine Manufacturing Extension Partnership
- Coastal Counties Workforce, Inc.
- Maine International Trade Center
- Maine Manufacturing Association
- Maine Technology Institute
- Southern Maine Community College
- University of Maine
- Maine Advanced Manufacturing Center
- Maine Department of Economic and Community Development
- Town of Brunswick
- Brunswick Development Corporation
- Kestrel Aircraft Company
- Molnlycke Health Care USA
- Maine Career Centers
- Goodwill Workforce Solutions
- Midcoast Council of Governments

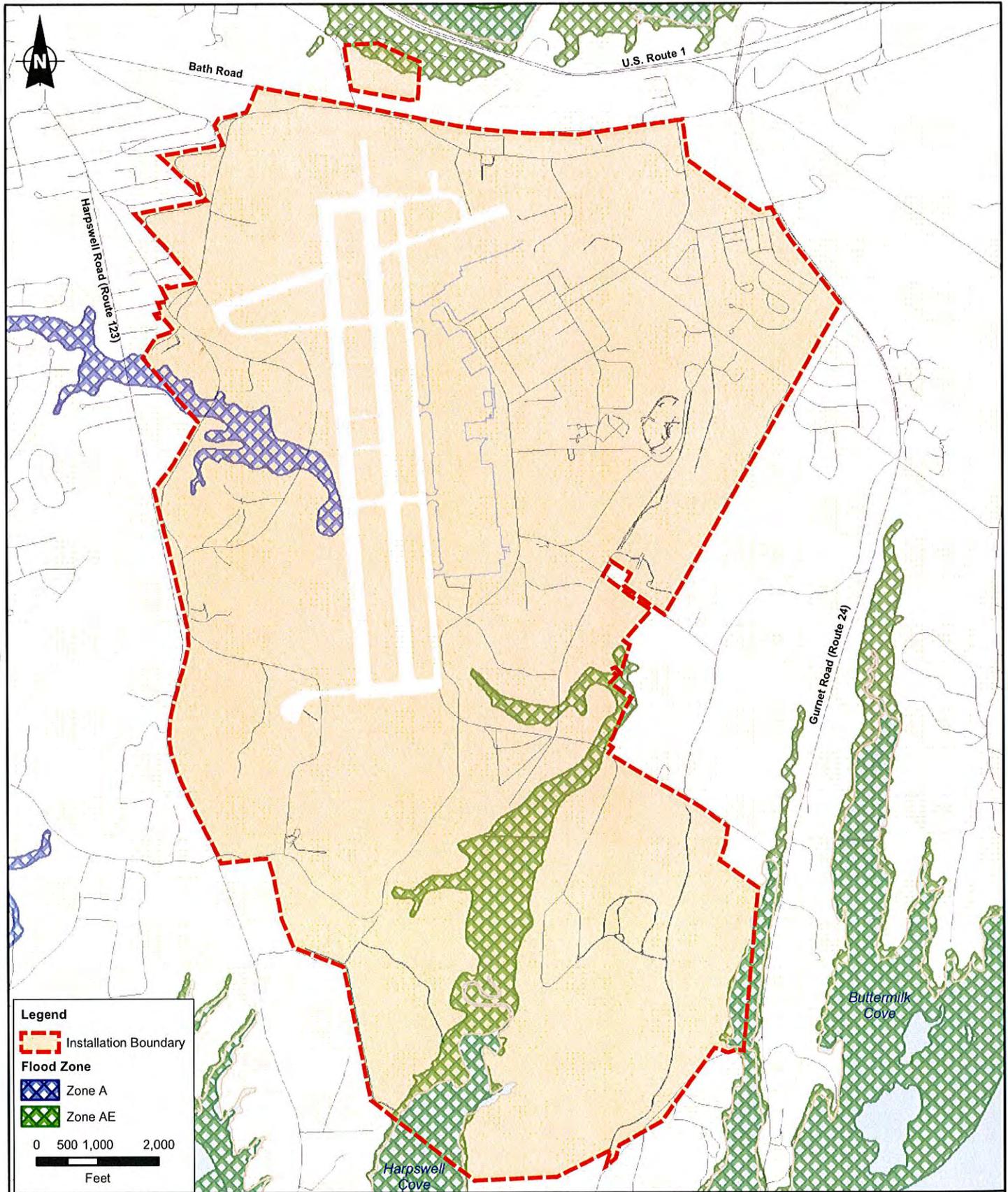
Additionally, this project received a letter of support from Senator Angus King who stated this initiative "continues the recent successes at Brunswick Landing. I applaud your commitment to leveraging existing publicly-financed assets and workforce training to...attract new business." Maine Biz, Maine Insights, the Times Record, the Bangor Daily News, ACTION New England and the major television stations have run stories on new development through *TechPlace*.

LEGEND to reference project site location on original maps (following) Additional maps located in ENVIRONMENTAL REPORT



Building 250
TechPlace
Project site





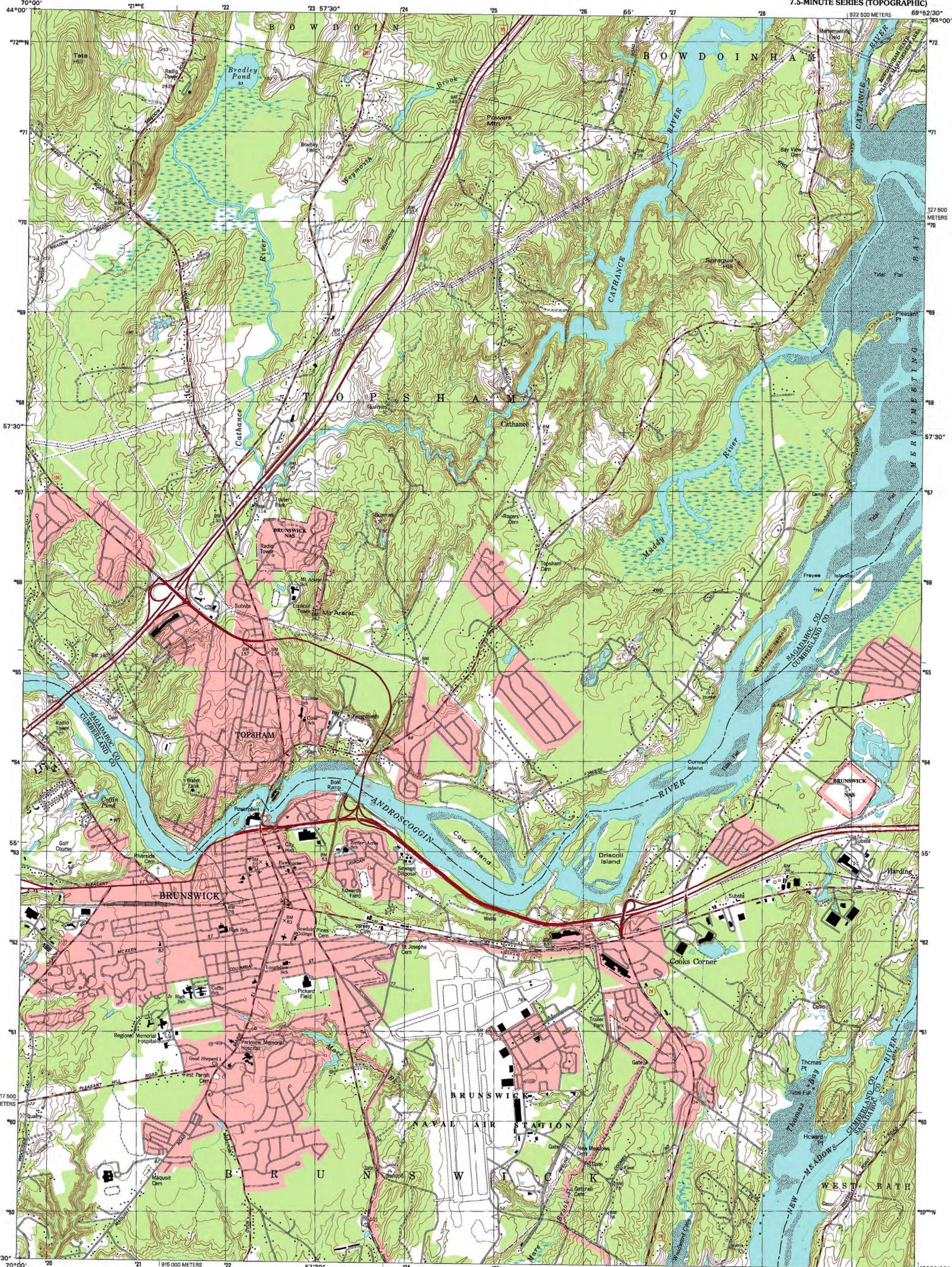
Source: Federal Emergency Management Agency 2002.

Figure 3.11-2
FEMA Flood Zones
NAS Brunswick, Maine

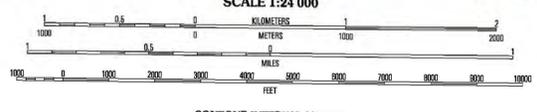
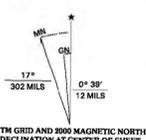


U.S. DEPARTMENT OF THE INTERIOR
U.S. GEOLOGICAL SURVEY

BRUNSWICK QUADRANGLE
MAINE
7.5-MINUTE SERIES (TOPOGRAPHIC)



Produced by the United States Geological Survey
Topography compiled 1972. Planimetry derived from imagery taken 1996 and other sources. Survey control current as of 1974 North American Datum of 1983 (NAD 83). Projection and 1 000-meter ticks: Universal Transverse Mercator, zone 19 North American Datum of 1983 (NAD 83) (west zone) and 2 500-meter ticks: Maine Coordinate System of 1985 (west zone) North American Datum of 1927 (NAD 27) is shown by dashed corner ticks. The values of the shift between NAD 83 and NAD 27 for 7.5-minute intersections are obtainable from National Geodetic Survey NADCON software.
There may be private inholdings within the boundaries of the National or State reservations shown on this map.
Landmark buildings verified 1974.



ROAD CLASSIFICATION
Primary highway
hard surface
Secondary highway
hard surface
Unimproved road
Light-duty road, hard or
improved surface
Interstate Route U.S. Route State Route

CONTOUR INTERVAL 10 FEET
NATIONAL GEODETIC VERTICAL DATUM OF 1929
TO CONVERT FROM FEET TO METERS, MULTIPLY BY 0.3048
DEPTH CURVES AND SOUNDINGS IN FEET - DATUM IS MEAN LOWER LOW WATER
THE RELATIONSHIP BETWEEN THE TWO DATUMS IS VARIABLE
THE MEAN RANGE OF TIDE IS APPROXIMATELY 4.3 FEET

THIS MAP COMPLIES WITH NATIONAL MAP ACCURACY STANDARDS
FOR SALE BY U.S. GEOLOGICAL SURVEY, P.O. BOX 25286, DENVER, COLORADO 80225
A FOLDER DESCRIBING TOPOGRAPHIC MAPS AND SYMBOLS IS AVAILABLE ON REQUEST

1	2	3	Libben Falls North
4	5	6	Bowbitchem
7	8	9	Richmond
10	11	12	Libben Falls South
13	14	15	Bath
16	17	18	Presport
19	20	21	Ore Island
22	23	24	Plappenburg

ADJOINING 7.5' QUADRANGLE NAMES

BRUNSWICK, ME
1996
NIMA 7071 TV NW-SERIES V811



**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? 0.679%

1. Assessed value of land prior to improvements	\$ 696,600
2. Assessed value of buildings prior to improvements	\$ 8,377,600
3. Total assessed value (1+2)	\$ 9,074,200
4. Estimated total assessed value following improvements	\$ 9,599,200
5. Less Exempt Portion (hangar) estimate	\$ 2,514,500
6. Taxable Value	\$ 7,084,700
7. Estimated tax based on #6	\$ 188,028
8. Current tax	\$ 0.00
9. Anticipated net tax increase (#7 - #8)	\$ 188,028

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:

- (1.)** The retail business represents the provisions of new products and services previously unavailable in the community or is a tourism-related business; and
- (2.)** 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
- (3.)** The retail business is located in either a downtown district meeting the definition of Public Law 776 enacted by the 119th legislature; or a designated local growth area contained in an adopted and consistent comprehensive plan; and
- (4.)** At least 50% of the jobs created by the retail business must be full-time jobs.

Signature of Municipal Official: Not Applicable	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 25 new jobs above the employment baseline within a 12 month period from time of CDBG EDP application the deadline date for which will be stated in 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-to-moderate income (LMI) 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: John Eldridge
Date:	Title: Interim Town Manager, Town of Brunswick
Signature of Business Representative:	Name: Steve Levesque
Date:	Title: Executive Director, Midcoast Regional Redevelopment Authority

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

JOB CREATION BASELINE EMPLOYMENT SUMMARY

Name of Business to be Assisted:	Midcoast Regional Redevelopment Authority at TechPlace
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Job Title*	Job Class*	Full Time (Place X)	Part Time (Place X)	# Currently Employed	# to be Created	Base Wage (\$)**	Fringe Benefits (\$/ value)***
Professional	2	X		0	10	43,748	18,812
Clerical/Office	5	X		0	7	30,903	13,288
Operative	7	X		0	8	41,830	17,987

*** 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

JEFFREY JORDAN

Printed Name and Title

** Avg wage info from <https://www.maine.gov/labor/cwri/qcew.html>, Tables/Wage by Industry Sector/Brunswick LMA

*** Derived from USDOL/BLS "Employer Costs for Employee Compensation for the Regions – December 2013"

Job description* below for each job title for which a position will be created, using job category definition numbers outlined in Appendix A of this application to indicate job class.

Appendix A Job Class (2) – PROFESSIONAL

Summary Report for: 11-1021.00 - General and Operations Managers

Updated 2011



Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

Sample of reported job titles: Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO)

View report: **Summary** Details Custom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

- Oversee activities directly related to making products or providing services.
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Manage staff, preparing work schedules and assigning specific duties.
- Direct and coordinate organization's financial and budget activities to fund operations, maximize investments, and increase efficiency.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Plan and direct activities such as sales promotions, coordinating with other department heads as required.
- Determine goods and services to be sold, and set prices and credit terms, based on forecasts of customer demand.
- Locate, select, and procure merchandise for resale, representing management in purchase negotiations.

Appendix A Job Class (5) – OFFICE AND CLERICAL

Summary Report for: 43-9061.00 - Office Clerks, General

Updated 2010



Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Sample of reported job titles: Administration Assistant, Administrative Assistant, Clerk, Office Manager, Receptionist, Secretary, Office Assistant, Office Clerk, Customer Service Representative, Office Coordinator

View report: **Summary** Details Custom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Answer telephones, direct calls, and take messages.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Compute, record, and proofread data and other information, such as records or reports.
- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Complete work schedules, manage calendars, and arrange appointments.
- Review files, records, and other documents to obtain information to respond to requests.

Appendix A Job Class (7) – OPERATIVES (Semi-skilled)

[Updated 2010](#)

Summary Report for:

51-9021.00 - Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders

Set up, operate, or tend machines to crush, grind, or polish materials, such as coal, glass, grain, stone, food, or rubber.

Sample of reported job titles: Machine Operator, Grinder Operator, Miller, Mill Operator, Batch Mixer, Crusher Operator, Cullet Trucker, Fabricator, Slurry Control Operator Helper, Beveller Operator

View report: [Summary](#) [Details](#) [Custom](#)

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#)

Tasks

- Read work orders to determine production specifications and information.
- Observe operation of equipment to ensure continuity of flow, safety, and efficient operation, and to detect malfunctions.
- Move controls to start, stop, or adjust machinery and equipment that crushes, grinds, polishes, or blends materials.
- Record data from operations, testing, and production on specified forms.
- Examine materials, ingredients, or products, visually or with hands, to ensure conformance to established standards.
- Weigh or measure materials, ingredients, or products at specified intervals to ensure conformance to requirements.
- Clean, adjust and maintain equipment, using hand tools.
- Notify supervisors of needed repairs.
- Set mill gauges to specified fineness of grind.
- Reject defective products and readjust equipment to eliminate problems.

INSTRUCTIONS FOR COMMITMENT LETTERS

(PLACED IN FINANCIAL DOCUMENTATION PER CHECKLIST)

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 CDBG	Column 2 Local	Column 3 State	Column 4 Utility	Column 5 Federal EDA	Column 6 (other) MRRA & BDC	Column 7 Total
Acquisition (if allowable)							
Clearance/Demolition							
Site Improvements					\$11,500	\$11,500	\$23,000
New Building Construction							
Building Renovations	\$244,166				\$691,000	\$446,834	\$1,382,000
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					\$30,000	\$30,000	\$60,000
Other (List) Inspection Fees	\$5,834				\$17,500	\$11,666	\$35,000
1.							
TOTAL COSTS	\$250,000				\$750,000	\$500,000	\$1,500,000

Directions for Completing Budget Summary

For each applicable cost in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-6.

List the total dollar amount for each cost category in column 7, Total

Enter the sum of all Totals in column 7 in the TOTAL COSTS box directly under column 7.

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: Not Applicable	Printed Name:
Title:	Date:
Ownership Percentage:	Social Security Number:

**STATE OF MAINE
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
\$3,000,000	United States of America	150 basis points over 10 year Treasury note, with nine annual principal payments of \$150,000 and a final payment of \$1.65 million. Repayment to begin October 1, 2014. Effective rate is 4.08%.	Year 1 P&I is \$266,280.	Declining balance Letter of Credit.
\$10,319,581	CCM Community Development XXII, LLC, a Community Development entity using a note from Bangor Savings and new market tax credits. Note is with Brunswick Landing MHC USA, LLC.	20 year note at 5.0% for the first 10 years, renewable at the end of year 10. No principal reduction for the first six years. Principal payment reduction on 1/1/2019 of \$2,090,646.49.	Interest only through 12/29/2018	Building and lease agreement with Molnlycke Manufacturing, US, LLC.
\$3,945,417	CCM Community Development XXII, LLC, a Community Development entity using a Participation Agreement with Wells Fargo for new market tax credits. Note is with Brunswick Landing MHC USA, LLC.	20 year note at 5.0% for the first 10 years, renewable at the end of year 10. No principal reduction for the first six years.	Interest only through 12/29/2018	Building and lease agreement with Molnlycke Manufacturing, US, LLC.

Current Debt	Debt Holder	Rate/Term	Payment	Collateral
\$478,328.93	Maine Department of Transportation	15% of net revenues per fiscal year until note is repaid	15% of net revenues per fiscal year until note is repaid	Principal only
\$250,000	Maine Rural Development Authority	4.25% for a term of five years. Interest only begins June 21, 2013 for twelve months. Maturity date is May 21, 2018.	Currently \$385 per month.	Building 27 located at 8 Venture Avenue, Brunswick, Maine.

Proposed new obligations of the Business after EDP assistance:

Proposed Debt	Debt Holder	Rate/Term	Payment	Collateral
None.				

NOTICE PUBLIC HEARING NOTICE

The Town of Brunswick

The Town of Brunswick will hold a Public Hearing on March 24, 2014 at 7:00 P.M., in the Town Council Chambers, 85 Union Street to discuss an application being submitted to the State of Maine CDBG program for an Economic Development Program grant. The purpose of the request is to provide funding as match for the Midcoast Regional Redevelopment Authority's U.S. Department of Labor and Commerce Make It In America grant award. Public comments will be solicited at this Hearing and will be submitted as part of the applications required documentation.

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: Linda Smith, 28 Federal Street, Brunswick, ME 04011 at any time prior to the Public Hearing. TDD/TTY users may call 771. If you are physically unable to access any of the City/Town's programs or services, please call Linda Smith at 721-0292, so that accommodations can be made.

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: Linda Smith, 28 Federal Street, Brunswick, ME 04011 at any time prior to the Public Hearing. TDD/TTY users may call 771. If you are physically unable to access any of the City/Town's programs or services, please call Linda Smith at 721-0292, so that accommodations can be made.



**EQUAL HOUSING
OPPORTUNITY**

CLASSIFIED

<p>RECREATION</p> <p>150 Boats & Motors</p> <p>2011 14' Tidewater 40hp Yamaha 4-stroke, ESPTT trailer. Warranty on boat and motor. \$2,995. Call 352-5040</p>	<p>154 Automobiles Domestic</p> <p>FINANCIAL</p> <p>170 Business Opportunities</p> <p>INVESTIGATE BEFORE YOU INVEST! Always a good policy, especially for business opportunities and franchises. Call Maine Securities division at (877) 824-8551 or the FTC (877) FTC-HELP for free information. Or visit our web site at www.ftc.gov/bizopp. Maine law requires sales of certain business opportunities to register with a Maine Securities Division before selling. Call to verify lawful registration before you buy.</p>	<p>190 Services Offered</p> <p>C. L. Powers Jr. Excavation Sanding snow banks pushed back. 522-2131 Like us on Facebook</p> <p>CM HOUSEKEEPING Residential, small commercial. Reasonable rates. Free estimate. References available. Chantel 207-522-3311</p> <p>Colby's Clean Out: Houses, apartments, & estates. General junk clean out. Prompt, thorough, & insured. Ron 423-0981</p> <p>DOUG'S PAINTING & Carpentry - Wallpaper stripping & rewallpapering. 737-4604 or 513-3414</p> <p>Need An Electrician? Call Ed Bouchard. No job too small. 837-3909</p> <p>Soaps & Bubbles cleaning service! weekly, bi-weekly, monthly & by time. Call 504-2860</p>	<p>401 Public Notices</p> <p>401 Public Notices</p> <p>401 Public Notices</p> <p>401 Public Notices</p>	<p>ATTENTION</p> <p>LEGAL NOTICES</p> <p>E-MAIL: classifieds@timesrecord.com</p> <p>FAX: 725-8619</p> <p>The Times Record</p> <p>NOTICE NOTICE OF PUBLIC HEARING Town of Bowdoinham</p> <p>The Bowdoinham Planning Board will hold a public hearing on the proposed revisions to the Land Use Ordinance.</p> <p>Date of Public Hearing: Thursday, March 27, 2014 at 7:00 p.m.</p> <p>Location: 2nd Floor Meeting Room, Coombs Municipal Building, 13 School Street</p> <p>The proposed revisions can be found online at: www.bowdoinham.com just click on the Planning Board Meeting on the Calendar to view or download the Ordinance at the Town Office for viewing and/or purchase.</p> <p>If you should have any questions please contact the Nicole Brand, Town Planner at 865-5851.</p>
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401 Public Notices

NOTICE OF PUBLIC HEARING
The Town of Brunswick

The Town of Brunswick will hold a Public Hearing on March 24, 2014 at 7:00 P.M., in the Town Council Chambers, 85 Union Street to discuss an application being submitted to the State of Maine CDBG program for an Economic Development Program grant. The purpose of the request is to provide funding as match for the Midcoast Regional Redevelopment Authority's U.S. Department of Labor and Commerce Make It In America grant award. Public comments will be solicited at this Hearing and will be submitted as part of the applications required documentation.

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: Linda Smith, 28 Federal Street, Brunswick, ME 04011 at any time prior to the Public Hearing. TDD/TTY users may call 771. If you are physically unable to access any of the City/Town's programs or services, please call Linda Smith at 721-0292, so that accommodations can be made.

APPENDIX A-E

APPENDIX A

Responses to Questions (Maximum of 6, 8½ by 11 sheets allowed)

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. A maximum of 100 points is obtainable.

Problem Statement Maximum of 40 points:

Scope (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 (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 (15 points)

Identify reasons why the community/business is unable to finance the proposed project on its own, or with assistance from other sources. Identify the sources from which resources were sought and explain why they are not being utilized as part of the proposed development project.

Include a narrative that highlights any recent efforts by the community/business to assist job creation/retention activities.

Solution Maximum of 40 points:

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 acquisition (if allowable), equipment, real property improvements and/or fixtures that will be installed, modified, and upgraded, 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.

Provide a generalized location of the site relative to the community and a copy of a floodplain map showing the project location. Include existing and proposed site and/or building improvements.

Effect on Assisted Business (10 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.

Identify all project risks and the extent of those risks.

Project Timeline and Feasibility (15 points)

Describe how the project is assured of successful completion within 12 months of grant award. 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 (including resumes) 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. For start-up business provide information on expertise or experience of part(y)(ies) involved in the project.

Include a timetable for project implementation.

Citizen Participation Maximum of 20 points:

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.

Business Friendly Community Designation Bonus – 3 bonus points will be assigned to each applicant community certified as a Business-Friendly Community at time of application.

APPENDIX B

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.
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, composers and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

APPENDIX B (continued)

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 C

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 an 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 application's required documentation.

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 D

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 Town/City 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 Town/City of _____, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the Town/City 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 Town/City 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

APPENDIX E

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**

BY CONTACTING:

**OFFICE OF COMMUNITY DEVELOPMENT
111 SEWALL STREET, 3RD FLOOR
59 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0059
TELEPHONE (207) 624-7484
TTY: 1-800-437-1220**

**ALSO AVAILABLE ON THE OFFICE OF COMMUNITY DEVELOPMENT WEB
SITE:**

www.maine.gov/decd/meocd/cdbg

The Maine State CDBG Program is Funded by:



INDEMNIFICATION AGREEMENT
BETWEEN THE
TOWN OF BRUNSWICK, MAINE
AND
MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

THIS INDEMNIFICATION AGREEMENT is made this ___th day of _____, 2014 by and between the Town of Brunswick, Maine (the "Town") and the Midcoast Regional Redevelopment Authority (the "Authority")."

WHEREAS, the United States has closed Naval Air Station Brunswick ("NASB") as an active naval base and has transferred ownership of portions of NASB, now known as Brunswick Landing, to the Authority, including the property known as Building #250; and

WHEREAS, the Authority was created by the Maine Legislature to acquire and manage the properties of the NASB and to ensure its maximum redevelopment; and

WHEREAS, the Authority, as part of the redevelopment of NASB, intends to develop Building #250 to create TechPlace, Maine's Center for Innovation; and

WHEREAS, on _____, 2014, the Town applied to the State of Maine, Department of Economic and Community Development ("DECD") for certain Community Development Block Grant Economic Development Program funds (the "DECD Grant"); and

WHEREAS, DECD awarded the DECD Grant as match to the Make It In America grant from U.S. Department of Labor (DOL) to the Town to support the creation of TechPlace in Building #250 at Brunswick Landing; and

WHEREAS, the Town has entered into a certain Sub-Grant Agreement (the "Subgrant Agreement") with the Authority whereby the Town agrees to provide the proceeds of the DECD Grant to the Authority to fund the costs of improvements, including roof repair, HVAC system repair, general construction, Americans with Disabilities Act upgrades and compliance, National Fire Protection Act 101 Life Safety Code compliance, and Project Management to Building #250; and

WHEREAS, as recipients of, and as a condition of, the DECD Grant, the Town and the Authority must ensure and verify to DECD that the Authority creates at least twenty-five (25) new jobs and that at least 51% of the new jobs are taken by persons from low and moderate income households; and

WHEREAS, the Authority, acting in its capacity as lessor, has an interest in ensuring that TechPlace meets the job creation requirements associated with the DECD Grant.

NOW THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Authority agrees as follows:

1. In the event that the Authority as recipient of the DECD Grant and as lessee of Building #250 does not meet the job creation or other requirements of the DECD Grant, and in the event that DECD determines that the Town must return or repay all or any portion of the DECD Grant funds to DECD, then in such event the Authority agrees to indemnify and reimburse the Town for any and all DECD Grant funds the Town is required to return or repay to DECD. Such indemnification and reimbursement shall occur no later than ten (10) days after the Town notifies the Authority that DECD has determined that the Town must return or repay any portion of the DECD Grant funds.

2. In the event the DECD fails to provide the DECD Grant funds to the Town within one year of the date of this Agreement, or in the event DECD determines that all job creation requirements associated with the DECD Grant have been met, then either the Town or the Authority may terminate this Agreement by written notice to the other Party and this Agreement will be of no further force and effect.

Town of Brunswick

Midcoast Regional Redevelopment Authority

By:

By:

Date:

Date: