



Rural Manufacturing and Industrial Site Redevelopment Program:

Technical Assistance & Planning Grant Application

A completed grant application package must include all attachments listed on page 4 before it can be reviewed.

APPLICANT INFORMATION

Applicant Name			
Mailing Address		City/State/Zip	County
Federal Tax ID Number	Date Established		
Contact Name		Contact Title	
Contact Phone Number	Contact Fax Number	Contact Email Address	

Business Type	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> S-Corp	<input type="checkbox"/> C-Corp
	<input type="checkbox"/> LLC	<input type="checkbox"/> LLP	<input type="checkbox"/> Municipality	

Is there any legal action currently pending or threatened against the applicant(s) or guarantor(s)?	<input type="checkbox"/> No	If yes, please explain.
	<input type="checkbox"/> Yes	

SITE INFORMATION

Amount Requested	Site Location and Physical Address
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Purpose of Grant



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Applicant Name

Business Principals: List all Partners, Stockholders or Stakeholders and their ownership percentage. (Attach additional sheets if necessary.)

Name & Title	Address	Phone Number	Ownership Percentage
			%
			%
			%

Technical Assistance and Planning Grant Applicants: List the resources providing technical assistance or planning services. Provide a detailed description of the type of service in your application narrative. Use an asterisk (*) to identify resources to be paid with the grant money applied for. Grant money may fund future costs only. (Attach additional sheets if necessary.)

Organization or Agency	Contact Name	Phone Number	Email	Address	Type of Assistance

Sources and Uses of Funding: Identify each of the Sources of funds for the project, the sum total of these Sources; each of the Uses of funds for the project; and the sum total of these Uses. Sources and Uses must match. Use an asterisk (*) to identify matching funds. Include copies of all Grants or Notes listed. (Attach additional sheets if necessary.)

Source	Amount (\$)	Other Information	Use	Amount (\$)	Matching Funds Amount	Other Information



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Applicant Name

SIGNATURE and CERTIFICATION

By signing below, I represent that I am the individual authorized to complete this application on behalf of the above Applicant. I also certify that the information provided and submitted in connection with the application is true and accurate and fairly presents the business and financial status of the applicant. I authorize MRDA to conduct appropriate business credit checks.

Applicant/Authorized Representative Signature

Date

Applicant/Authorized Representative Name

MRDA DISCLOSURE and CONFIDENTIALITY STATEMENT

Certain information in the Maine Rural Development Authority's (MRDA's) possession must be available for public inspection after an application for financial assistance is received. This information includes the names of applicants, including principals; the amounts, types and general terms of financial assistance; description of projects and businesses benefiting from the assistance; the number of jobs and the amount of tax revenues projected in connection with a project; and the names of the financial institutions participating with the Authority.

Certain records at MRDA are designated confidential and will not be available to the public for inspection. This includes the disclosure of records which would constitute an invasion of an individual's privacy, such as: personal tax returns, financial statements, assessments of creditworthiness or financial condition, records obtained by MRDA in connection with any monitoring or servicing of an existing project, or the release of any records or information which MRDA has determined could cause competitive detriment to a business or individual to whom the information belongs and/or pertains.

If an applicant wants certain information to remain confidential, the applicant must clearly identify what information or documents are to remain confidential. The applicant must also explain in writing the basis for such a request. Where the applicant asserts that the basis for the confidentiality request is that release of the information could cause a competitive disadvantage, or loss of a competitive advantage, the applicant must provide MRDA with sufficient information to independently determine the likelihood of such a detriment. Applicants may wish to consult an attorney or MRDA's legal counsel regarding the scope of public disclosure and confidentiality as it relates to MRDA and the business seeking assistance.

MRDA does not discriminate in the administration of any of its programs or in its employment practices on the basis of race, color, national origin, age, gender, religion, physical or mental disability, political affiliation, marital status or sexual orientation. MRDA is an equal opportunity employer, provider and lender.

SIGNATURE and CERTIFICATION

By signing below, I certify that I have read and understand the Maine Rural Development Authority (MRDA's) Disclosure and Confidentiality Statement.

Borrower/Authorized Representative Signature

Date

Borrower/Authorized Representative Name



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TECHNICAL ASSISTANCE & PLANNING GRANT APPLICATION CHECKLIST

A completed grant application package must include the following before it can be reviewed:

- **Executive Summary**

Summary description of the project, work product and desired outcome. Describe previous local level of reliance on the closed facility. Include a history of the Applicant, its mission and purpose.

- **Project Narrative**

1. If applicable, provide data/background demonstrating severe economic decline and employment loss, event/facility closure date, including but not limited to municipal tax revenues, residents formerly directly employed, residents and supply chain businesses that provided services to the site operators or employees.
2. Describe lack of staff capacity and thus the need to hire someone to provide technical assistance;
 - a. Provide a detailed description of the type of service to be provided by each organization, agency or resource providing assistance, and the cost of each type of service, identify which resources will be paid with the MRDA Grant funds, and provide copies of all contracts for service.
3. Provide copies of all relevant private sector and/or government contracts or sample contracts related to the redevelopment, remediation, and/or marketing plan;
4. Discuss need for grant assistance, likelihood of success, economic impact;
5. Discuss work product and expected outcome (jobs, direct and indirect; tax revenues, private investment);
6. Include:
 - a. Discussion of existing facilities (on site and other including but not limited to rail, ports, proximity major highways, infrastructure and utilities);
 - b. Community support letters;
 - c. Regional collaboration and consistency with regional plan;
 - d. Detailed time frame for completion of redevelopment plan;
 - e. All regulatory restrictions on use.
7. Collaboration / Committee Formation
 - a. Describe the nature and extent of community support for the project as well as the plan for formation of a Redevelopment Committee made up of local residents and owner of the subject site to steer the redevelopment plan.
8. Budget
 - a. Estimate of cost for the redevelopment project;
 - b. Qualified expenses include future cost only;
 - c. Planning and / or technical staff;
 - d. Materials;
 - e. Travel;
 - f. Other resources including municipal and private funds;
 - g. Other match including in-kind match.
9. An application fee of \$1,000 is due upon submission of the application.



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Technical Assistance or Planning Grant Application Selection and Scoring

Following the grant application deadline imposed by Maine Rural Development Authority, the applications shall be reviewed and scored by the Authority or by a service provider. Applicants may be asked to submit additional materials as part of the review process. Grant applications shall be selected based upon the highest scores from a review of the applications. The total number of grants awarded and the total amount of each grant, as well as the aggregate amount of all grants, shall be subject to the discretion of the Authority. Grant applications may be awarded in the amount requested or in such lesser amount as the Authority may determine appropriate. All grant awards shall be made by the Authority following a vote at a regularly scheduled meeting of the Trustees.

Application scoring shall be based on the following factors:

- Whether the project involves a nonproductive industrial or manufacturing site located in a community that has experienced severe economic decline and employment loss due to the nonproductive nature of the site and insufficient technical or planning personnel or resources
- Amount of matching funds committed to the project
- Demonstrated community support
- Likelihood of ultimate completion of redevelopment of site
- Potential impact of successful completion of redevelopment
- Consistency with any applicable regional economic development plan

Grant Recipient Obligations

Upon receipt of a technical assistance or planning grant, the recipient shall execute an Agreement with the Maine Rural Development Authority that contains the following minimum terms, as well as any other terms determined reasonable or necessary by the Authority:

- The Grant recipient will use the grant only for the purposes for which it was awarded.
- The Grant recipient will repay the grant to the Maine Rural Development Authority in the event of a material misrepresentation in the Grant Application, or in the event the grant is not used for the purposes for which it was awarded, or there is another material breach of Grant Agreement.
- The Applicant shall form a Redevelopment Committee made up of local residents and site owner (or their representative) to steer the redevelopment plan.
- The Grant recipient will provide periodic updates required by the Maine Rural Development Authority for monitoring purposes, which updates may include local Development Committee minutes and other data, and verification that grants have had the intended results.

The Maine Rural Development Authority may require disbursement of the grant to be in parts over time upon completion of certain benchmarks.