

Agenda
Board of Selectmen's Meeting
Town of Damariscotta, Maine
January 15, 2020, 5:30 PM
Damariscotta Town Hall

- I. Pledge of Allegiance**
- II. Call to Order**
- III. Minutes**
 - 1. January 8 Meeting
- IV. Financial Reports**
 - 1. Payroll Warrants
 - 2. Accounts Payable Warrant
- V. Presentations**
- VI. Citizen Comments and General Correspondence**
- VII. Town Manager Items**
 - 1. Possible Second Public Hearing for Historic Preservation Ordinance
- VIII. Official Action Items**
 - 1. Appointment to Shellfish Conservation Commission
 - 2. Efficiency Maine Grant Award for EV Charging Stations
 - 3. Economic Development Administration Grant Application
 - 4. Broad Reach (Shellfish) Grant Application
 - 5. Resolution RE: Main Street Damariscotta Municipal Development and Tax Increment Financing Development Program
- IX. Selectmen's Discussion Items**
- X. Adjournment**

Board Workshop

TOWN MANAGER'S NOTES
BOARD OF SELECTMEN'S MEETING FOR
January 15, 2020

Official Action Items

1. **Appointment to Shellfish Conservation Commission** - The Shellfish Conservation Committee is comprised of six members- three of whom are appointed from each Town's Board of Selectmen. One of the Newcastle-appointed positions on the Committee had been vacant for more than a year.

At the Committee's annual meeting on January 2, one of the Damariscotta "non-resident" appointees, Robert Wallace, indicated that since he lives in Newcastle, he would like to be appointed as a Newcastle representative. Blake Hay, a Damariscotta resident who is very interested in the Shellfish Committee's work also attended the meeting on the 2nd. Blake indicated that he would like to be appointed as a Damariscotta representative to the Committee if there were to be a vacancy.

Attached is Robert Wallace's resignation as a Damariscotta appointee on the Shellfish Committee. His term of office runs through June, 2022. At its January 6 meeting, the Newcastle Select Board appointed Robert to the vacant Newcastle position thus leaving a Damariscotta appointee vacancy.

Recommended Action: Accept the resignation of Robert Wallace as a Damariscotta representative to the Damariscotta-Newcastle Shellfish Conservation Committee and appoint Blake Hay to the position vacated by Mr. Wallace for the balance of Mr. Wallace's three-year term.

2. **Efficiency Maine Grant Award for EV Charging Stations**- The Town recently received notification that we had been awarded a grant for the lower amount of \$2,500 or 50% of the cost for the purchase and installation of a dual electric vehicle (EV) charging station to be located next to the Town's parking spaces on Taco Alley. The purpose of the grant program is to establish a system of EV stations along the State's main transportation corridors. The charging station will need to be installed with 18 months of the grant award notification, i.e., by June 30, 2021.

The specific model that is being recommended by Revision Energy and that was used for the grant application does not allow users to pay for the amount of energy that they dispense from the station. This is a feature that hopefully can be added prior to the specifications prior to the equipment being installed. The balance of the initial cost of the EV charging station will be paid for with Waterfront Improvement Project funding. Although the system will allow for two vehicles to be charged at once, the Town will be restricting the use of just one of the two parking spaces until such time as the demand warrants having both spaces reserved for EV charging.

Recommended Action: Accept a grant award of up to \$2,500 to be used towards the cost of the purchase and installation of electric vehicle charging stations in the Municipal Parking Lot.

3. **Economic Development Administration Grant Application** – The work on the application for Economic Development Administration grant funding for the Town's Waterfront Improvement and Restroom Project is nearing completion. Max Johnstone from the Midcoast Economic Development District has done the lion's share of the work on this. Attached is the latest draft which contains rough estimates on the project costs and the proposed federal share versus the local match. Wright-Pierce is currently updating the project cost estimates to include the flood resiliency measures. Once we have these preliminary estimates, we will be able to complete and submit the grant application. If we are able to submit the application by the end of business on Friday, January 17, we have been told that a final decision on our request will come in March.

Recommended Action: Authorize the Town Manager to submit an application for Economic Development Administration grant funding for the Town's Waterfront Improvement and Restroom Construction Projects.

4. **Broad Reach (Shellfish) Grant Application** – At the Shellfish Conservation Committee meeting on January 2 the Committee decided to pursue a grant award from the Broad Reach Foundation to further research that status of the shellfish resources on the Damariscotta River and, to the extent possible, identify the reasons for the decline of wild shellfishery. The report with findings from last year's study is attached.

Shellfish Committee member and Darling Center Director Dr. Heather Leslie and I met with Bremen Selectman Boe Marsh this morning to discuss submitting a joint application for funding a project that would include tidal flats along the Damariscotta that were not included in last year's study and tidal flats along the Medomak River/Muscongus Bay in Bremen. The grant request will be approximately \$12,000-13,000. The local match will be provided by other funding to which the Darling Center has access, carry-forward funds left over from grants that Damariscotta and Bremen received previously and an in-kind match comprised of Darling Center and Town staff time.

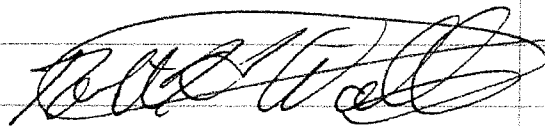
Recommended Town Action: Authorize the Town Manager to submit a grant application to the Broad Reach Fund to fund further research on the status of the wild shellfishery on the Damariscotta and Medomak Rivers.

5. **Resolution re: Main Street Damariscotta Municipal Development and Tax Increment Financing Development Program**- I have been working with attorney Amanda Meader on the preparation of the Tax Increment Financing (TIF) development plan that will be submitted to by the State Office of Community and Economic Development. One of the requirements for this plan is a resolution that will need to be approved by the Board. This document is attached in draft form for your review.

Recommended Action: Adopt a resolution that describes the Board's findings and recommendations with regard to the proposed Tax Increment Financing (TIF) District.

01/02/2020

I, Robert Wallace of 304 Pond Rd in
Newcastle officially resign my position as
Damanscotta Shellfish Committee member, so
that I can be appointed to same Shellfish
Committee as Newcastle representative

A handwritten signature in black ink, appearing to read 'Robt Wallace', with a long horizontal line extending to the right.



January 6, 2020

Town of Damariscotta - Proposal #3021
ATTN: Matt Lutkas

Dear Matt:

This letter follows our initial email announcement informing you that Efficiency Maine approved your project application submitted in response to RFP EM-007-2020. Efficiency Maine approved a program incentive award for \$2,500 or 50% of the final project costs, whichever is less, to install and operate Level 2 chargers at the Damariscotta Municipal Parking Lot consistent with the terms of your proposal. For purposes of calculating the value of the "50% of final project costs", the Trust's award will not consider costs incremental to the project cost estimates submitted in the proposal.

This Project Award Notification Letter confirms project approval and the incentive award and, together with the attached Efficiency Maine Trust Terms and Conditions for the Electric Vehicle Supply Equipment Program (Level 2), serves as the contract between the Town of Damariscotta and Efficiency Maine governing the disbursement and use of the incentive award funds. Approval of the incentive award is based on the information provided in your project application. Efficiency Maine reserves the right to modify or discontinue the incentive award if there is a material change in project conditions.

The incentive award is subject to your timely acceptance of this Project Award Notification Letter and compliance with the Efficiency Maine Trust Terms and Conditions for the Electric Vehicle Supply Equipment Program (Level 2), which are expressly incorporated herein. This incentive award offer expires 60 days from the date of this Project Award Notification Letter and must be accepted within that period. To acknowledge and accept this offer, please respond in writing to Jennifer.Brennan@EfficiencyMaine.com. Also, please indicate the expected completion date of the project, which must be within 18 months of the date of this Letter.

By acknowledging this Project Award Notification Letter, you are representing that you have authority to accept the offer on behalf of the applicant and to bind the applicant to its terms.

Thank you for partnering with Efficiency Maine on your EVSE project. If you have questions concerning this Project Award Notification Letter, you may call Jennifer Brennan at 207-213-4151.

We look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Brennan".

Jennifer Brennan, Program Manager, EV Initiatives
Efficiency Maine

APPROVED: ☒ Michael Stoddard, Executive Director

Attachment: Efficiency Maine Trust Terms and Conditions for the Electric Vehicle Supply Equipment Program (Level 2)

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Town of Damariscotta

* b. Employer/Taxpayer Identification Number (EIN/TIN):

01-600D131

* c. Organizational DUNS:

1419435430000

d. Address:

* Street1:

21 School Street

Street2:

* City:

Damariscotta

County/Parish:

Lincoln County

* State:

ME: Maine

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

04543-4615

e. Organizational Unit:

Department Name:

Town of Damariscotta

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Matt

Middle Name:

* Last Name:

Lutkus

Suffix:

Title:

Town Manager

Organizational Affiliation:

Town Manager of the Town of Damariscotta

* Telephone Number:

207-563-5168

Fax Number:

* Email:

mlutkus@damariscottame.com

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Economic Development Administration

11. Catalog of Federal Domestic Assistance Number:

11.307

CFDA Title:

Economic Adjustment Assistance

* 12. Funding Opportunity Number:

EDA-2019-DISASTER

* Title:

FY 2019 EDA Disaster Supplemental

13. Competition Identification Number:

CONSTRUCTION

Title:

EDA Construction Full Application

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Damariscotta Downtown Waterfront Improvement Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

ME-01

* b. Program/Project

ME-01

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

04/01/2020

* b. End Date:

01/01/2022

18. Estimated Funding (\$):

* a. Federal	2,000,000.00
* b. Applicant	1,193,500.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	3,193,500.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

Mr.

* First Name:

Matt

Middle Name:

* Last Name:

Lutkus

Suffix:

* Title:

Town Manager of the Town of Damariscotta

* Telephone Number:

207-563-5168

Fax Number:

207-563-6862

* Email:

mlutkus@damariscottame.com

* Signature of Authorized Representative:

Completed by Grants.gov upon submission.

* Date Signed:

Completed by Grants.gov upon submission.



ED-900 – General Application for EDA Programs

A. Applicant Information

A.1. EDA Application Identifier (if available):

A.2. Please identify all applicants for this project:

	Name	SAM.gov CAGE Code	SAM.gov Registration Expiration Date	Fiscal Year End Date (mm/dd)
Lead Applicant	Town of Damariscotta	5EEY4	02/14/2020	06/30
Co-Applicant 1				

B. Project Information

B.1. Provide a geographical definition of the region to be served by the investment (project), including the specific geographic location of the project within the region.

The Town of Damariscotta (Damariscotta) is a municipality in Lincoln County of the Midcoast Region of Maine (Midcoast). Damariscotta is a high-traffic tourism destination in the Midcoast with people coming from different parts of the country visiting as early as May for seasonal vacations or coming as late as November for the Villages of Light or Pumpkinfest events. Damariscotta is estimated to bring \$63,077,000 to Maine's tourism economy per year. As for year-round residents, Damariscotta serves as a central hub for the regional service industries for surrounding communities. Visitors to the Downtown area can find a diverse election of goods and services--including retail stores, restaurants, entertainment including the Lincoln Theater, the Skidompha Public Library, water-dependent recreation, medical offices, and more--all of which are within walking distance of the federally designated Main Street Historic District (Downtown). Additionally, Damariscotta is the hub of Maine's thriving aquaculture industries, with Damariscotta River oysters having broad recognition for their exceptional taste and quality.

The location of this investment (project) would be at Damariscotta's Waterfront and parking area (Waterfront) off the Maine Route 1 Bypass (Route 1B). This area is a highly valued amenity for the Downtown that is used by the Twin Village communities of Damariscotta and neighboring Newcastle. The Waterfront has over 150 parking spaces, a landing for water access, and miscellaneous additions to the green space, all of which are available for public use.

B.2. Describe and outline the scope of work for the proposed EDA investment, including a list of tasks to be undertaken.

The purpose of the Damariscotta Waterfront Improvement Project (Waterfront Project) includes repairs and improvements that are necessary to continue

providing safe and scenic access for the Downtown parking lot without adversely affecting private businesses or local traffic. On top of the growing tourism trend that Maine has been experiencing, Damariscotta's need for this project is also based on recent flooding events in the region. In 2018 alone, two severe winter events resulted in Damariscotta's Waterfront flooding that endangered public safety and threatening damage to business owners that occupy buildings that have stood in place since the 1800's. The funding from this program will protect Damariscotta's Downtown by reducing the risk of flooding for the historic buildings, public water access, and parking spaces that have been critical to the local economy since they were created in the 1960's. Reducing the flood plain risks will also allow small businesses and future projects in the Downtown to not be burdened with extra costs from higher insurance rates and premiums as well as no longer being under regulations involving the floodplain or shoreland zones.

For this project, Damariscotta has seven (7) key components:

1. Reconstruction of Parking Lot Surface, Storm Drainage System, and Sanitary Sewer Lines: The parking lot is constructed on fill of mixed quality that was generated by construction of the new US Route 1 in the early 1960's. This component of the project would involve correction of identified deficiencies, rebuilding the sanitary sewer and storm drain systems, reconstruction of the parking lot's base and sub base, and applying in a new paved surface. This would also correct a constant drainage issue that is exacerbated during flood events by addressing the absence of back flow resisters on storm drains. A pump system will be included to address the key area in the parking lot with significant flooding issues that is adjacent to the proposed public restroom site (Item number five (5)).
2. Water Street Drainage and Sidewalk: This is another drainage problem that impacts the same parking lot, but on a smaller scale. Once completed, a 210-foot long sidewalk will be installed to provide a safe access between Downtown and the Waterfront adjacent to Cross Street. This would include a 5.5-foot wide paved sidewalk with vertical granite curb that would be across from the parking spaces designated for the US Post Office.
3. Waterfront Improvement and Shoreline Stabilization: This project component would reconstruct the shore stabilization rip-rap above the Highest Annual Tide (HAT) line and replace the existing 280 linear feet of guard rail made of wood that is separating the parking spaces from the public green space. An additional 87 feet of a new split rail fence will be included on the lower end of the sidewalk up to Water Street.
4. Seawall and Raising the Parking Lot: This would raise the majority of the parking lot by two (2) feet with grading and install two (2) feet of a concrete retaining wall at the edge of the parking lot adjacent to the Damariscotta River along with the two (2) feet of additional grading for a total of four (4) feet being increased along the edge of the parking lot. This would have the total parking lot height raised to twelve (12) feet in elevation. This is based on a recommendation from the 2015 Milone & MacBroom study.
5. Construction of a Public Restroom: The 870 square foot public restroom is designed to comply with the 2015 edition of "The International Building Code" and the 2010 edition of the American Society of Civil Engineers "Minimum Design Loads for Building and Other Structures." The restroom will have two points of access: the first will be a 13 x 23-foot ADA ramp with two (2) 4-inch gaps. The ramp will be constructed with aluminum planking.

The second access is with a 5 x 5.5-foot staircase that will connect to the main platform. The main concrete deck for the restroom is 16.75 x 27 feet. The platform holding the restroom will be supported thirteen (13) feet in elevation to comply with shoreland regulations. The restroom will be split into three rooms that are accessed by the outside platform: a women's room with two (2) toilets and two (2) sinks; a men's room with one (1) toilet, one (1) urinal, and two (2) sinks; and a mechanical storage room with one (1) sink. This facility will be connected to the nearby utilities (water and sewer) using existing 6-inch pipes.

6. Pedestrian Walkway from Main Street: This would be a 10-foot-wide paved walkway that would have 150 linear feet connecting the Main Street sidewalk to the parking lot.

7. Miscellaneous Improvements: In addition to the previously listed items, this project would provide additional enhancements to the Waterfront including a kiosk that displays a map of the Downtown along with informational brochures, directional signage for vehicles to navigate the parking lot, converting five (5) streetlights to LED, and the installation of two (2) HCS-40R Clipper Creek electric vehicle chargers for cars parked at Taco Alley that will be owned by Damariscotta.

B.3. Economic development needs

B.3.a. Does the region in which the project will be located have a Comprehensive Economic Development Strategy (CEDs)?

☒ Yes If Yes, what is the source?

Midcoast Economic Development District (MCEDD) put this as a "highest priority"/ Key Regional Investment in their 2019 CEDs plan.

☐ No If No, then please check one:

☐ B.3.a.i. An alternate strategic planning document that governs this investment is attached.

Add Attachment

Delete Attachment

View Attachment

☐ B.3.a.ii. This investment is to develop a "strategy grant" to develop, update or refine a CEDs.

☐ N/A – Not Applicable

B.3.b. Describe the economic conditions of your region. Define the economic development need to be addressed by the proposed EDA investment and explain how the proposed investment will address that need.

Damariscotta is a community with most of the employment focused on the tourism and aquaculture industries that support hundreds of jobs for individuals living in the surrounding area. While many businesses have benefited from the Waterfront being located close to the Downtown, the location is also the greatest challenge with it being in a flood plain. During a severe storm--and occasional high tides--Damariscotta loses its greatest economic assets for an unpredictable amount of time. This results in direct damages to public infrastructure and private businesses, as well as indirect damage with a significant reduction in public access to the area. The community has been aware of the need for flood control and resilience for years and has been active in volunteer-driven efforts to provide solutions for these issues since the residents know that Damariscotta's economic future depends on preserving the Waterfront. This project has also been recognized as a regional importance under MCEDD's 2019 CEDs plan by noting the Waterfront Project's importance as an Asset

Based Cluster Development along with Infrastructure & Environmental importance. The uphill challenge to solve these problems has been financing. In 2015, a proposal was made by Milone & MacBroom to create a seawall and raising the parking lot to remove a massive portion of the area from the flood plain, but to implement this would not be possible without significant funding. Without federal assistance, Damariscotta and the residents will remain with this constant threat and burden for future generations that will inevitably cause a domino effect that would shrink the customer base and thus negatively damage Damariscotta's economy. Acting now to rebuild the infrastructure would preserve the long-term vitality and economy of Damariscotta as well as the Midcoast.

Along with flood resilience, Damariscotta residents and businesses have also acknowledged the need to further improve the Waterfront and surrounding area with more public amenities. The creation of new sidewalks, walkways, and improvements to the Waterfront's green space would enhance the pedestrian experience of the Downtown. Damariscotta would also invest in technological improvements, such as LED streetlights and electric vehicle charging stations, that are becoming more viable markets that aligns with the goals from the State of Maine to become more energy efficient.

The other major part of this project that requires the federal funding would be the construction of a public restroom. Damariscotta has made efforts to build a public restroom since the mid-1990's and have only recently acquired a small parcel within the parking lot to serve as a location for the facility. This project was noted by 81.5% of respondents in a 2015 citizen survey as a favorable improvement for the area. Downtown businesses have also identified a public restroom as a critical business-friendly improvement that is necessary if the community is to continue serving as an attractive tourist destination. Like the seawall, Damariscotta has delayed the plans due to trouble with securing the funding, but the combination of private donations and federal funding along with the building no longer in the flood zone would make the project feasible.

B.4. Applicant's capability

Briefly describe the applicant's capability to administer, implement, and maintain the project.

The public servants of Damariscotta have experience with administrating multiple grants from the State and federal levels of government. There will also be people involved who have successfully implemented construction projects via grant funding as well. We have provided maintenance for the Waterfront for many years and would continue optimal maintenance with how important the area is for the local economy. Members of MCEDD will also be available to help with the implementation of the federal funds from this program.

B.5. List and describe the strategic partners and organizations to be engaged in this project

Damariscotta has been working with MCEDD throughout the CEDS and EDA application process. MCEDD has been a source for a select group of municipalities in Cumberland, Sagadahoc, Lincoln, Knox, and Waldo counties in Maine. MCEDD has been successful with assisting applicable communities with the writing and implementation of Economic Development Administrative grants.

B.6. Describe the investment (project) impact and fit with EDA funding priorities

Recovery & Resilience: The focus of Damariscotta's economy on the tourism and aquaculture industries make the Waterfront's access a high priority. The area being prone to flooding during storms and high tides creates a significant shock for small businesses that require this accessibility and dependability that Damariscotta has offered for several decades. In addition, local harvesters being unable to access their aquaculture farms can provide harm to the ability to harvest the shellfish. The creation of flood protection infrastructure will allow businesses in the Downtown to have greater security and allow harvesters to access the Damariscotta River when traversing the waters is safe.

Critical Infrastructure: Damariscotta's primary economic driver is the tourism industry, which is continuing to grow throughout the State of Maine. Damariscotta has been successful in contributing to this field thanks to the public parking spaces available in the Waterfront that can handle hundreds of vehicles year-round. Without the Waterfront, visitors will be forced to seek on-street parking--causing traffic jams on Main Street--or using privately owned parking spaces without permission. While the small businesses have had the benefit of their location next to the municipal parking, they have also been at risk with the amount of space that can be directly impacted by a flood. This project will create flood damage protection infrastructure to protect the municipal parking along with the historic buildings that contain the businesses and residents. This will also construct additional public infrastructure--such as a new restroom facility and kiosk--to help grow the tourism economy by addressing key issues facing the businesses.

Overall, an unforeseen closure of this area due to flooding-related damages or inaccessibility would represent an immediate threat to the Downtown as visitors will be forced to using alternative parking methods listed above that are a fraction of what Damariscotta's municipal parking provides.; the impact will be stricter parking rules than what is in place now, which will have less people staying in the Downtown and small businesses struggling to maintain their operations. The Waterfront removes the burden of parking requirements for small business owners, which has allowed most businesses to see Damariscotta as an optimal place to startup or expand. If Damariscotta loses the public parking currently under threat by the flood hazard, a new problem would be given to municipal officials and businesses with the loss of an amenity that has been with them for over half a century. The repairs, upgrades, and new facilities proposed in the Waterfront Project would address safety issues and significantly improve local amenities for the Midcoast Region--such as for neighboring economically distressed towns.

B.7. Identify the proposed time schedule for the project

The schedule for this project would be divided into two phases: The first phase would cover the construction of the restroom and installation of the electric vehicle charging stations. Assuming there is an acceptable candidate in the initial batch of applicants, the construction would begin in early June of 2020 and be completed by early August 2020. This construction would have the restroom using the existing 6-inch utility pipes (sewer and water) that currently runs underneath the structure. The first phase would also involve the ramp to be a temporary, wooden structure since the area would be affected by the raising of the

parking lot. In conjunction, a second RFP would go out for the installation of two (2) electric vehicle charging stations that would use the energy from the public restroom to power plugged-in vehicles at Taco Alley. When the construction of the restroom is completed, the awarded contractor would be tasked with digging a trench for the wiring and installation of the dual charging stations, which would likely be done by the end of September 2020. Damariscotta will also be getting signage to indicate the parking spaces will be used for the charging electric vehicles.

The second phase of the project would be for the rest of the portions of the project that were not done in 2020. RFPs would be distributed starting in December 2020. The chosen candidate(s) will begin work in April 2021--or when the weather is acceptable to begin construction. The top priority would be completing the parking lot in a timely manner before July 2021 when we begin to receive a high influx of tourists. Once components 1,2,3, and 4 are complete (reconstruction of the parking lot, Water Street Drainage and sidewalk, waterfront improvements and shoreline stabilization, and the installation of the seawall and raised parking lot), then work can be done on the walkways for the pedestrian walkway, installing the aluminum ramp for the restroom, and other improvements (kiosk, LED streetlights) for the Waterfront. The final phase would be complete by the start of 2022.

B.8. Economic impacts of the project

B.8.a. Please describe the economic impacts of the project:

There are over eighty (80) establishments in the Downtown that are impacted by and benefit from the Waterfront. These establishments include stores, financial institutions, professional offices, seafood processors, public institutions, and other businesses located in the Downtown.

The project is essential to protecting the Damariscotta Downtown and the local businesses from flooding by the Damariscotta River. Because the local economy is largely tourism-dependent, any flooding and lack of access to those businesses results in significant economic loss. This project will protect the Downtown from flooding and strengthen the infrastructure and facilities that will attract more visitors and make the local economy more resilient against future natural disasters that would contribute to an economic shock.

B.8.b. Please identify the total estimated jobs and private investment that is expected to be generated by this project:

Estimated Jobs Created	Estimated Jobs Retained	Estimated Private Investment
	340	

B.8.c. Please identify the source of Estimates above (check as many as apply):

- ☐ Letters from Beneficiaries of the Project
- ☐ Input/Output Model (e.g. IMPLAN, REMI)
- ☐ Comparison to Similar Projects
- ☒ Other Method (specify below)

American Fact Finder

B.9. Beneficiaries of the project

Beneficiary Name	NAICS Code	Estimated Jobs Created	Estimated Jobs Retained	Estimated Private Investment
Total				

B.10. Non-EDA funding for the project

B.10.a. Are all non-EDA funds committed to the project, available as needed, and not conditioned or encumbered in any way that would preclude their use consistent with the purpose of the project?

☒ Yes☐ No (explain below)

B.10.b. Identify the source, nature and amount of all non-EDA funds.

Source	Amount	Date Available	Type	Restriction/Comments
Town of Damariscotta	\$1,193,500.00	01/17/2020	Cash	Funds originated from a private group. A letter is attached with a signed commitment for the funds.

B.10.c. Does the applicant plan to seek other federal financial assistance as part of or in connection with this project? If so, please describe the source, amount and any terms and conditions of the funding, and when the funding will be available for use by the applicant.

☐ Yes (explain below)☒ No

B.10.d. Please attach documentation confirming non-EDA (matching or cost share) funding:

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)**B.11. Justification for sole source procurement**

Will you contract work to complete part or all of this project?

☐ B.11.a. No☒ B.11.b. Yes

If yes, will contracts be awarded by competitive bid?

☒ B.11.b.i. Yes

☐ B.11.b.ii. No

If contracts will not be awarded by competitive bid, please provide a justification. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurements.

B.12. Equipment

Will any funds be used to purchase equipment?

☒ B.12.a. No

☐ B.12.b. Yes

If yes, will project funding be used to install the equipment?

☐ Yes

☐ No

Please attach a list, including cost, description, purpose, and estimated useful life of any equipment that will be purchased as a part of this project.

Add Attachment

Delete Attachment

View Attachment

C. Regional Eligibility

C.1. Region

Define the area/region that is the basis for the applicant's claim of eligibility. EDA will review and evaluate documentation submitted by the applicant to verify and determine eligibility.

The project area is within the Town of Damariscotta.
Damariscotta is also a member of the Midcoast Economic Development District, which serves Lincoln County communities which contains some under economic distress.

C.2. Economic Distress

Check all that apply in establishing regional eligibility (see NOFO for more details):

☐ C.2.A. Unemployment rate

☐ C.2.B. Per capita income

☒ C.2.C. Special need, including:

☐ Substantial out-migration or population loss;

☐ Underemployment; that is, employment of workers at less than full-time or at less skilled tasks than their training or abilities permit;

☐ Military base closure or realignment, defense contractor reductions-in-force, or U.S. Department of Energy defense-related funding reductions;

☒ Natural or other major disasters or emergencies;

☐ Extraordinary depletion of natural resources;

☐ Closing or restructuring of an industrial firm or loss of other major employer;

☐ Negative effects of changing trade patterns; or

☐ Other circumstances set forth in the applicable NOFO (please explain below).

C.3. Substantial Direct Benefit

If the project does not meet any of the criteria above, is it located in an Economic Development District (EDD), and will it provide substantial direct benefit to residents of an area within that EDD that does meet the distress criteria?

☐ Yes

☐ No

Which Economic Development District?

Please explain how the proposed project will provide a substantial direct benefit to this geographic area within the EDD.

C.4. Source of data provided for regional eligibility determination

Check the box denoting what data source you used to establish eligibility:

☐ C.4.a. The most recent ACS data published by the U.S. Census Bureau.

☐ C.4.b. The most recent Bureau of Labor Statistics Data.

☐ C.4.c. The most recent other federal data for the region in which the project is located (e.g., U.S. Census Bureau or the Bureaus of Economic Analysis, Labor Statistics, Indian Affairs, etc.).

☐ C.4.d. If no federal data are available, the most recent data available through the state government for the region in which the project is located.

☒ C.4.e. Other data to substantiate regional eligibility based on a "Special Need" as defined in 13 C.F.R. § 300.3.

Please attach a copy of the documentation used to support your claim of eligibility:

Add Attachment

Delete Attachment

View Attachment

D. Budget and Staffing

To be completed by applicants for non-construction assistance only

D.1. Budget justification

D.2. Indirect costs

D.3. Key applicant staff

E. Administrative Requirements

E.1. Civil rights

E.1.a. Does the applicant understand and agree to comply with all applicable civil rights requirements (see 13 C.F.R. § 302.20)?

☒ Yes ☐ No (explain below)

E.1.b. Do identified "Other Parties" (as listed in question B.9.), businesses that will create and/or save fifteen or more jobs as a result of the EDA project, understand and agree to comply with all applicable civil rights requirements under 13 C.F.R. § 302.20, including the requirement to provide signed assurances of compliance (ED-900B)?

☒ Not Applicable (No Other Parties Identified) ☐ Yes ☐ No (explain below)

E.2. Lobbying certifications

Will you be able to comply with federal requirements regarding lobbying?

☒ Yes ☐ No (explain below)

E.3. Compliance with Executive Order 12372, State Single Point of Contact (SPOC)

Does the state in which the project will be located have a project review process that requires submission to a Single Point of Contact (SPOC)?

☒ E.3.a. No. Go to Question E.4
☐ E.3.b. Yes

If Yes, does this request for EDA investment assistance meet the SPOC process established by the state?

☐ E.3.b.i. No ☐ E.3.b.ii. Yes

Please explain why not

If Yes, were SPOC comments/clearance received?

☐ E.3.b.ii.a. Yes

Please attach the comments/clearance:

Add Attachment

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☐ E.3.b.ii.b. No. The review period has expired and no comments were received.

☐ E.3.b.ii.c. No. Comments have been requested but the review period has not yet expired.

Please attach evidence of your request for comments:

Add Attachment

Delete Attachment

View Attachment

E.4. Single Audit Act Requirement

E.4.a. Does the applicant understand and agree to the requirements of subpart F of 2 C.F.R. part 200 regarding federal audits?

☒ Yes

☐ No

E.4.b. Is the applicant currently audited under the Single Audit Act?

☒ E.4.b.i. No

☐ E.4.b.ii. Yes, If yes:

E.4.b.ii.a. What is the date of the most recent audit?

E.4.b.ii.b. Was this audit submitted to the Federal Audit Clearinghouse?

☐ Yes

☐ No

F. Requirements for Non-Governmental Applicants (Excluding Public Universities and Certain District Organizations)

As indicated below, non-governmental applicants (excluding public universities and district organizations) must also provide a copy of the following items, either using the Attachments form that is part of the application package downloaded from www.Grants.gov or providing a hard copy.

- F.1. Non-profit organizations must provide a current Certificate of Good Standing from the State in which they are incorporated.

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

- F.2. New non-profit organization applicants must provide their Articles of Incorporation and By-Laws. Non-profits with an active EDA grant must either provide a) a revised copy of their Articles of Incorporation or By-Laws if these have been amended or b) a statement certifying that there has been no change in the organization's Articles of Incorporation or By-Laws.

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

- F.3. Non-profit organizations must provide a resolution passed by a general purpose political subdivision of a State (e.g., local government entity) or a letter signed by an authorized representative of a local government acknowledging that the applicant is acting in cooperation with officials of the political subdivision. EDA may waive this requirement for certain projects of significant regional or national scope (see 13 CFR § 301.2(b)).

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

- F.4. If applying for a construction or RLF investment, an applicant must afford the appropriate general purpose governmental authority a minimum of 15 days to review and comment on the proposed project (13 CFR § 302.9(a)).

Will the applicant be able to provide these comments?

☐ Yes

☐ Not applicable, because the applicant is not applying for a construction or RLF grant

☐ Not applicable, because this requirement has been satisfied under an existing RLF plan

☐ No, for another reason (explain below)

Instructions for Form ED-900

A. Applicant Information

A.1. EDA Application Identifier – If EDA has previously provided an identifier for your proposal/application, please enter that identifier here. Otherwise, leave blank.

A.2. Please identify all applicants for this project:

The Lead Applicant should be the party who is responsible for handling disbursement of funds and reporting to EDA.

Note that Sam.gov registration is required of all EDA applicants and awardees. Please list the relevant CAGE Code and SAM.gov expiration data for all applicants and co-applicants (if any).

B. Project Information

B.1. Provide a geographical definition of the region to be served by the investment (project), including the specific geographic location of the project within the region.

Clearly and concisely describe the region where the project will be located, including the specific geographic location of the project within the region, as well as background on the assets of the area, which may include clusters, and workforce, physical, educational and financial infrastructure.

B.2. Describe and outline the scope of work for the proposed EDA investment, including a list of tasks to be undertaken.

List specific activities that will be undertaken and the specific deliverables that will be produced as a result of this investment. The description of the proposed project must include a clear statement of the overall purpose of the project.

Applicants for construction assistance (including design and engineering assistance) should also include a statement of project components. Indicate if the proposed project involves the construction of a new facility or facilities or the enlargement, expansion, renovation, or replacement of an existing facility or facilities. Describe the existing facility and proposed project components in terms of dimensions, capacities, quantities, etc.

Applicants for Partnership Planning Assistance should provide a narrative on the economic development activities that will be undertaken including managing and maintaining the CEDS process.

Applicants for Short Term Planning Assistance should provide a narrative explaining how the proposed scope of work will enhance economic development planning capacity of the identified region. Include any relationship or collaboration with other public and private entities. Please explain how the strategy will expand the capacity of public officials and economic development organizations to work effectively with employers and enable the region to plan and coordinate the use of available resources to support economic recovery and the development of a regional economy and/or develop innovative approaches to economic revitalization in the region.

Applicants for State Planning Assistance should provide a narrative outlining the proposed scope of work for the project. Include the relationship to any existing CEDS or similar planning processes in the region and the goals and objectives of the proposed project.

B.3. Economic development needs

Except for grants to fund developing, updating or refining a CEDS as described in 13 C.F.R. § 303.7, the region in which Public Works or Economic Adjustment projects will be located must have a CEDS with which the project is consistent.

B.3.a. Does the region in which the project will be located have a Comprehensive Economic Development Strategy (CEDS)?

If Yes, what is the source? *Note: If you are unsure if your region has a CEDS, please contact your local District Organization. In areas without a District Organization, CEDS may also be obtained at the City, County, or State level.*

If No, then please check one of the indicated options:

B.3.a.i. There is an alternate strategic planning document that will govern this investment. Please identify the strategy and provide a copy of this planning document, either by attaching the document to this application or submitting a hard copy.

B.3.a.ii. This investment is to create a strategy plan to develop, update or refine a CEDS. Please explain how the strategy will expand the capacity of public officials and economic development organizations to work effectively with employers and enable the region to plan and coordinate the use of available resources to support economic recovery and the development of a regional economy and/or develop innovative approaches to economic revitalization in the region.

B.3.b. Briefly describe the economic conditions of the region described in B.1, as well as the economic adjustment problems or economic dislocations the region has experienced (or is about to experience) and the regional impact of these conditions. How does the project address the economic development needs of the region and the goals and objectives of the CEDS for the region or the alternate strategic planning document described in section b below? See 13 C.F.R. part 303.

B.4. Applicant's capability

Briefly describe the applicant's capability to administer, implement, and maintain the project.

B.5. List and describe strategic partners and organizations to be engaged in this project

Describe existing regional partnerships (if any) that are directly engaged in supporting the proposed project, including a discussion of the extent of participation of government agencies, private sector interests, education providers, non-profits, community and labor groups, workforce boards, utilities, etc.

B.6. Describe the investment (project) impact and fit with EDA funding priorities

Concisely document how the proposed project aligns with one or more of EDA's investment priorities. Applicants that propose projects that do not align with EDA's investment priorities will not be as competitive as those that do. Applicants are strongly encouraged to review EDA's investment priorities, as outlined in the applicable Notice of Funding Opportunity (NOFO) announcement on www.Grants.gov.

B.7. Proposed time schedule for the project

Provide a proposed time schedule for completion of the project, including when (month/year) the project will begin and end. Explain any potential issues that could affect project implementation.

B.8. Economic impacts of the project

Provide a clear and compelling justification for the long-term potential economic impact of the proposed project, through anticipated job creation or retention, private investment leveraging, number of businesses or collaborations supported, or other appropriate measures. All job and private investment estimates should reflect the anticipated impact within nine years of the potential EDA investment. Applicants must attach letters of commitment from any identified beneficiaries.

For all other measures, applicants should clearly identify the expected time frame. In all cases, applicants must document the benefit and provide third-party data or information available to support these claims.

B.9. Beneficiaries of the project

If applicants have identified specific private sector employers that are expected to create and/or save jobs as a result of the project, applicants should list those beneficiaries in the table provided. All job and private investment estimates should reflect the anticipated impact within nine years of the potential EDA investment.

NAICS Code: The NAICS code for the major industry category of the beneficiary company (see www.naics.com for a searchable list).

Jobs Created: The number of jobs that the company expects to create as a result of the project.

Jobs Retained: The number of jobs that the company expects to retain as a result of the project.

Private Investment: The amount of private investment that the company expects to make in its business/ community as a result of the project.

Form ED-900B must be completed by each beneficiary that expects to create and/or save fifteen or more jobs as a result of the project.

B.10. Non-EDA funding for the project

Select the appropriate response to each question. Applicants should identify the source, nature and amount of all non-EDA funds, including in-kind contributions (non-cash contributions of space, equipment, services, or assumptions of debt). Explain the status of all funding commitments, including the date the funds will be available from each source, and describe any conditions or restrictions on the use of such funds. If in-kind contributions are included, explain the basis on which they are valued. If so, please describe the source, amount and any terms and conditions of the funding, and when the funding will be available for use by the applicant. Please attach evidence of commitment from all funding sources. For example, if bonds are contemplated as match, counsel opinion of the applicant's bonding authority and eligibility of the bonds for use as match, along with full disclosure of the type of bonds and the schedule of the applicant's intended bond issue, are required.

B.11. Justification for sole source procurement

Select the appropriate response to each question.

B.12. Equipment

Select the appropriate response to each question.

C. Regional Eligibility

Public Works and Economic Adjustment Assistance projects must satisfy regional eligibility requirements (see NOFO for more details). This section will assist EDA in determining if the proposed project satisfies these eligibility requirements.

Planning and Technical Assistance applications: although meeting specific distress criteria is not a prerequisite for funding under these programs, the economic distress level of the region impacted by a project serves as the basis for establishing the EDA share of the total cost of the project and can inform competitiveness.

Please answer all questions completely and accurately and attach explanations and supporting documentation where applicable.

C.1. Region

Clearly define the area/region that is the basis for your claim of eligibility.

C.2. Economic Distress

Check all that apply in establishing regional eligibility (see NOFO for more details):

C.2.A. Unemployment rate: The project is located in a region that has an unemployment rate that is, for the most recent 24-month period for which data are available, at least one percentage point above the national unemployment rate.

C.2.B. Per capita income: The project is located in a region that has a per capita income that is, for the most recent period for which data are available, 80 percent or less of the national average per capita income.

C.2.C. Special need: The project is located in a region that has experienced or is about to experience a "Special Need" (as defined in 13 C.F.R. § 300.3) arising from actual or threatened severe unemployment or economic adjustment problems resulting from severe short-term or long-term changes in economic conditions, including: Substantial out-migration or population loss; Underemployment, that is, employment of workers at less than full-time or at less skilled tasks than their training or abilities permit; Military base closure or realignment, defense contractor reductions-in-force, or U.S. Department of Energy defense-related funding reductions; Natural or other major disasters or emergencies; Extraordinary depletion of natural resources; Closing or restructuring of an industrial firm or loss of other major employer; Negative effects of changing trade patterns; or other circumstances set forth in the applicable NOFO.

C.3. Substantial Direct Benefit

A project located within an Economic Development District (EDD) that is located in a region that does not meet the economic distress criteria set forth in section C.2 above, is also eligible for EDA investment assistance if EDA determines that the project will be of "substantial direct benefit" to a geographic area within the EDD that meets the distress criteria set forth in question C.2 above by providing significant employment opportunities for unemployed, underemployed, or low-income residents of the distressed geographic area within the EDD. If applicable, identify the EDD in which the proposed project will be located, as well as the geographic area within the EDD that meets the economic distress criteria detailed in section C.2., and explain how the proposed project will provide a substantial direct benefit to this geographic area within the EDD. (See NOFO for more details.)

C.4. Source of data provided for regional eligibility determination

Check the appropriate box denoting what data source you used to establish eligibility. Please attach data used to establish eligibility.

D. Budget and Staffing

To be completed by applicants for non-construction assistance only

D.1. Budget justification

Provide a clear budget justification that identifies how funds in each line item of the budget will be utilized to support the proposed project. Explain the proposed use of any amounts budgeted for "Equipment," "Contractual," or "Other," if any, on Form SF-424A, Budget Information - Non-Construction Programs.

D.2. Indirect costs

Explain the types of indirect costs, if any, on Form SF-424A. If there are any indirect costs, please submit a copy of the current Indirect Cost Rate Agreement that your organization has with its cognizant Federal agency. Alternatively, applicants must provide supplemental documentation such as: a certificate of indirect costs and acknowledgment letter from the cognizant agency, a cost allocation plan, an indirect cost rate proposal and/or other acceptable documents under Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as set forth in 2 C.F.R. part 200 or relevant procurement regulations.

D.3. Key applicant staff

Identify key applicant staff who will undertake and complete project activities. Include a description of the knowledge, organizational experience, and expertise of individual staff members. In addition, explain how organizational resources will be used to complete project activities. For National Technical Assistance, Training and Research and Evaluation projects, specify which positions will be charged to the federal and non-federal portion of the project budget.

E. Administrative Requirements

E.1. Civil rights

Select the appropriate response, providing an explanation if "no."

E.2. Lobbying certifications

All applicants for federal financial assistance must certify that federal funds have not been used and will not be used for lobbying in connection with this request for federal financial assistance (Form CD-511). If non-federal funds have been or are planned to be used for lobbying in connection with this request for federal financial assistance, Form SF-LLL also must be completed. Applicants must comply with 13 C.F.R. § 302.10 regarding attorneys' and consultants' fees and the employment of expeditors. This regulation requires that applicants identify and disclose the amount of fees paid to anyone engaged to assist the applicant in obtaining assistance under the Public Works and Economic Development Act of 1965 (PWEDA), as amended.

E.3. Compliance with Executive Order 12372, State Single Point of Contact (SPOC)

Select the appropriate response to each question, please attach any comments that have been received. If the comment period has not yet expired or comments were not received, attach evidence of your request for comments.

E.4. Single Audit Act Requirement

Select the appropriate response to each question.

F. Requirements for Non-Governmental Applicants (Excluding Public Universities and Certain District Organizations)

As indicated, non-governmental applicants must also provide a copy of the requested items, either using the Attachments form that is part of the application package downloaded from www.Grants.gov or submitting a hard copy. Public Universities and Certain District Organizations may be exempt from this requirement, please contact your Regional Office to determine the requirements applicable to your organization.



ED-900A - Additional EDA Assurances for Construction Or Non-Construction Investments

For **ALL** investments: As a duly authorized representative of the applicant, I further certify that the applicant:

1. Understands that attorneys' or consultants' fees, whether direct or indirect, expended for securing or obtaining EDA investment assistance are not eligible costs. See 13 C.F.R. § 302.10(a).
2. Understands that conflicts of interest or appearances of conflicts of interest are prohibited and may jeopardize this application or result in the forfeiture of investment funds. A conflict of interest occurs, for example, where a representative, official, employee, architect, attorney, engineer, or inspector of the applicant, or a representative or official of the federal, State or local government, has a direct or indirect financial interest in the acquisition or furnishing of any materials, equipment, or services to or in connection with the project. See 13 C.F.R. § 302.17.
3. Will comply with the reporting requirements under the Government Performance and Results Act (GPRA) of 1993 and the GPRA Modernization Act of 2010 (GPRAMA) for measuring and reporting project performance.

For **CONSTRUCTION** investments: As a duly authorized representative of the applicant, I further certify that the applicant:

1. Will operate and maintain the facility in accordance with at least the minimum standards as may be required or prescribed by applicable federal, State and local agencies for the maintenance and operation of such facilities.
2. Will require the facility to be designed to comply with the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. 12101 et seq.), the Architectural Barriers Act of 1968 (42 U.S.C. 4151 et seq.) and the Accessibility Guidelines for Buildings and Facilities regulations, as amended (36 C.F.R. part 1191), and will be responsible for conducting inspections to insure compliance with these requirements.
3. For the two-year period beginning on the date EDA investment assistance is awarded, will refrain from employing, offering any office or employment to, or retaining for professional services any person who, on the date on which the investment assistance is awarded or within the one-year (1) period ending on that date, served as an officer, attorney, agent or employee of the Department of Commerce and occupied a position or engaged in activities that EDA determines involved discretion with respect to the award of investment assistance under PWEDA. See section 606 of PWEDA and 13 C.F.R. §302.10(b).
4. Will have no facilities under ownership, lease or supervision to be utilized in this project that are listed or under consideration for listing on EPA's List of Violating Facilities.
5. Will comply with Executive Order 12699, "Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction," which imposes requirements that federally-assisted facilities be designed and constructed in accordance with the most current local building codes determined by the awarding agency or by the Interagency Committee for Seismic Safety in Construction (ICSSC) and the most recent edition of the American National Standards Institute Standards A58, Minimum Design Loads for Buildings and Other Structures.

6. Will observe and comply with federal procurement rules, as set forth in 2 C.F.R. part 200, as applicable, for award of any contracts for architectural engineering, grant administration services, or construction financed with EDA investment assistance

For **NON-CONSTRUCTION** investments: As a duly authorized representative of the applicant, I further certify that the applicant:

1. Will comply with applicable regulations regarding indirect cost rates, if indirect costs are included in the application.
2. Will comply with the requirement that this investment assistance will not provide a proprietary benefit to a private individual, for-profit corporation, or other commercial entity.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Completed on submission to Grants.gov

TITLE

Town Manager of the Town of Damariscotta

APPLICANT ORGANIZATION

Town of Damariscotta

DATE SUBMITTED

Completed on submission to Grants.gov



ED-900C – EDA Application Supplement for Construction Programs

A. Metropolitan Area Review

A.1. Projects involving the development of hospitals, airports, libraries, water supply and distribution facilities, sewage and waste treatment works, highways, transportation facilities, water development, or land conservation within a metropolitan statistical area (MSA) require comments from the metropolitan area clearinghouse/agency. Does the proposed project involve any of the above identified developments within an MSA?

☐ Yes ☒ No

A.2. If Yes, please attach either:

- ☐ Comments from the responsible metropolitan area clearinghouse/agency and a statement that such comments have been considered; or
- ☐ An explanation as to why comments are not available; or
- ☐ A statement indicating the date the application was made available to the appropriate metropolitan area clearinghouse/agency and units of general local government for review and certifying that the application has been before the metropolitan area clearinghouse/agency for a period of 60 days without comments or recommendations.

Add Attachment

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B. District Organization Project Administration

B.1. Will the District Organization for the region in which the project will be located administer the project for the applicant?

☐ Yes ☒ No

B.2. If Yes, you must certify to all of the following and indicate your certification by checking each box:

- ☐ The administration of the project is beyond the capacity of the applicant's current staff and would require hiring additional staff or contracting for such services;
- ☐ No local organization/business exists that could administer the project in a more efficient or cost-effective manner than the District Organization; and
- ☐ The District Organization will administer the project without subcontracting the work.

B.3. If the project will be administered by the District Organization and you did not certify to all of the above, explain below.

C. Preliminary Engineering Report

To be considered for assistance, all construction and design applications must include a **Preliminary Engineering Report (PER)** that at a minimum provides the following information:

- C.1. Description of project components. Provide a general description of all project components involved in the project. Indicate whether the project involves the construction of new infrastructure or facilities or the renovation or replacement of existing ones. Describe each of the project components in terms of dimensions, quantities, capacities, square footage, etc.
- C.2. A statement verifying that the project components described in the engineering report are consistent with the EDA investment project description that is provided in Section B.2 of Form ED-900. Engineering reports that describe project components that are inconsistent with the EDA investment project description in Section B.2 of Form ED-900 will not be considered valid.
- C.3. Drawings showing the general layout and location of the existing site conditions and of the project components as well as location of any project beneficiary identified in Section B.9 of Form ED-900 that provide economic justification for the project, if any. Rough dimensions and quantities for major project components should be shown and labeled on the drawings. Drawings should clearly identify the project components that are being proposed. Applicants are encouraged to clarify such drawings, for example, through color coding, labeling, and other appropriate methods.
- C.4. A feasibility analysis for the constructability of the project. Include a review of the existing conditions and note particular features, alignments, and circumstances affecting construction of project components.
- C.5. The proposed method of construction. Indicate whether construction procurement will be done through competitive bid or other method. Indicate if any portion of the project is to be done by design/build, construction management at risk, the applicant's own forces, or a third-party construction manager. If an alternate construction procurement method (other than traditional design/bid/build with sealed competitive bid process) is proposed, a construction services procurement plan must be provided to EDA for approval in accordance with EDA's regulation at 13 C.F.R. § 305.6(a).
- C.6. The number of construction contracts anticipated. If multiple contracts are proposed, describe the project components included in each contract. If separate contracts are anticipated for demolition or site work, the budget information cost classification should reflect the estimated costs for these components. If project phasing is proposed, a project phasing request must be provided to EDA for approval per EDA's regulation at 13 C.F.R. § 305.9(a).
- C.7. A current detailed construction cost estimate for each of the project components. Show quantities, unit prices, and total costs and provide a basis for the determination of construction contingencies. The total of this estimate should match the construction line item of the SF-424C.
- C.8. Real property acquisition. If the budget includes costs for acquisition of real property, include a current fair market value appraisal completed by a certified appraiser for the property to be purchased.

- C.9. A list of all permits required for the proposed project and their current status. Identify all permits required; include the timeline to obtain the permits and discuss how the permitting relates to the overall project schedule. If the project crosses a railroad right-of-way or is within a railroad right-of-way, explain any permitting or approvals that may be required from the railroad or other authority and the timeframe for obtaining these permits or approvals.
- C.10. An overall estimated project schedule. This schedule should agree with the project schedule outlined in the ED-900. Include the number of months for each of the following:
- i. design period;
 - ii. period of time to obtain required permits;
 - iii. period of time to obtain any required easements or rights-of-way;
 - iv. solicitation of bids and awarding of contracts, and
 - v. construction period.
- C.11. Overall project budget breakdown. For each "cost classifications" line item that the applicant indicates will be included in the project budget on Form SF-424C, the applicant must provide a breakdown of the proposed project costs and tasks that is consistent with the detailed construction cost estimate for the project provided in the PER.

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

D. Title Requirements

- D.1. Does the applicant currently hold title to all project facilities, underlying land, necessary easements, and rights-of-way required for the project?

☒ Yes (go to question D.2) ☐ No (explain below)

D.1.a. If No, does the applicant plan to obtain title?

☐ D.1.a.i. Yes

How and when will the applicant obtain title? (After answering, go to question D.2)

☐ D.1.a.ii. No

Please explain why not

D.1.b. If you indicated that the applicant does not currently have title and does not intend to obtain title, does the applicant hold a long-term lease or hold interest in project property for a period not less than the estimated useful life of the project?

☐ D.1.b.i. Yes. Go to question D.2

☐ D.1.b.ii. No. Please explain below how the applicant will satisfy EDA's title regulation at 13 C.F.R. § 314.7.

D.2. EDA regulations normally require recipients to provide a security interest and/or covenant of use in the real property or significant items of tangible personal property acquired or improved with EDA investment assistance (see 13 C.F.R. §§ 314.8 & 314.9). Will you be able to provide the required security interest?

☒ Yes ☐ No (explain how you will satisfy the requirements of 13 C.F.R. §§ 314.8 & 314.9)

D.3. Will real property or project facilities to be acquired or improved with EDA investment assistance, including any industrial or commercial park acreage, be mortgaged or used to collateralize any type of financing, including but not limited to bonds or tax credits, or is any real property to be used for the project currently mortgaged or being used as collateral?

☐ Yes (explain below) ☒ No

D.4. Describe any required State permits, easements, rights-of-way or leases necessary to construct, operate, and maintain the project.

D.5. Describe any liens, mortgages, other encumbrances, reservations, reversionary interests or other restrictions on the applicant's interest in the property.

D.6. Is the project located on a military or Department of Energy installation that is closed or scheduled for closure or realignment?

☐ Yes ☒ No

D.7. Does the project involve construction within a railroad's right-of-way or over a railroad crossing?

☐ Yes (explain below) ☒ No

D.8. Does the project include construction of a highway owned by a State or local government (other than the applicant)?

☐ Yes (explain below) ☒ No

E. Sale or Lease

E.1. Does the applicant intend to sell, lease, transfer, dedicate or otherwise convey any interest in the project facilities, underlying land, or any land improved with EDA investment assistance?

☐ Yes (explain below) ☒ No

E.2. Is the purpose of the project to construct facilities to serve an industrial or commercial park or sites owned by the applicant for sale or lease to private parties?

☒ No ☐ Yes

Identify the owners of the acreage, provide an estimate of the number of acres benefiting from the proposed investment and explain how EDA's requirements will continue to be met after any sale or lease.

Note: Applicants may be asked to provide documentation that EDA's requirements will continue to be met after the sale or lease of project property.

E.3. Is the purpose of the project to construct facilities to serve a privately owned industrial or commercial party or other privately owned sites for sale or lease?

☒ No ☐ Yes

If Yes, identify the owners of the acreage, estimate the number of acres benefiting from the proposed investment, and explain below how EDA's requirements will continue to be met after the sale or lease. Note that EDA may require that the private owner agree to certain restrictions on the use of the property and may require that those restrictions survive any sale or transfer of the property. In addition, EDA may require evidence that the private party has title to the park or site and may require the private party to provide other assurance that EDA determines are necessary to ensure that the property is used in a manner consistent with the project purpose. See 13 C.F.R. § 314.3(c) and § 314.7.

E.4. For privately owned land improved by the proposed project, is the private owner willing to enter into an agreement to limit the sale price of the improved land to its fair market value before the improvements for a reasonable period of time?

☐ Yes (explain below) ☒ No/Not applicable (no private owners)

E.5. Is the purpose of the project to construct, renovate or purchase a building?

☐ Yes (explain below) ☒ No

E.5.a. Will the building be leased in whole or in part?

☐ Yes (explain below) ☐ No

E.5.b. Is the purpose of the building to provide incubator space to new companies?

☐ Yes (explain below) ☐ No

E.5.c. Will there be limitations on the length of the lease term?

☐ Yes (explain below) ☐ No

E.5.d. Is the purpose of the project to provide building space to a single user or multiple users?

☐ Yes ☐ No

E.5.e. Explain below the terms of any proposed lease.

F. State Historic Preservation Requirements

Have comments from the appropriate State Historic Preservation Officer (SHPO) already been received?

☐ Yes (attach comments) ☒ No

Add Attachment

Delete Attachment

View Attachment

Note: If comments have not already been received, the applicant will be required to submit materials to SHPO. Regardless of whether the applicant believes historic or archaeological artifacts are present, the applicant will be required work with its SHPO. Specific requirements for states' SHPOs can generally be found on their websites. Applicants can also request additional information from EDA Regional Offices.

Please note that the SHPO clearance process can be lengthy. When submitting this material to the SHPO, the applicant must request that the SHPO submit comments on the proposed project to the EDA Regional Office processing the application.

G. National Environmental Policy Act (NEPA) Requirements

G.1. Please attach an environmental narrative and applicant certification clause using the template found on www.eda.gov.

Add Attachment

Delete Attachment

View Attachment

Federal agencies are required by law to assess the expected environmental impacts associated with proposed federal actions. Depending on its analysis of information submitted by the applicant, EDA may request additional information to better understand the current environmental conditions and the project elements that will affect the environment.

Comprehensive information is required to complete an environmental review in accordance with NEPA. Information must be provided for the:

- (i) site where the proposed project facilities will be constructed and the surrounding areas affected by its operation; and
- (ii) areas to be affected by any primary beneficiaries of the project.
- (iii) The information submitted must be sufficient to evaluate all reasonable alternatives to the proposed project and the direct and indirect environmental impacts of the project, as well as the cumulative impacts on the environment as defined in the regulations for implementing the procedural provisions of NEPA. See 40 C.F.R. parts 1500-1508.

The level of detail should be commensurate with the complexity and size of the project and the magnitude of the expected impact. Previously completed environmental impact documentation (assessments, impact statements, etc.) for activities in the region in which the proposed project will be located may be used as documentation.

H. Business Incubators and Accelerators

Does the applicant intend to construct or renovate a business incubator, accelerator, commercialization center, or similar project?

☒ No

☐ Yes

Please attach a feasibility study demonstrating the need for the Project and an operational plan based on industry best practices demonstrating the Eligible Applicant's plan for ongoing successful operations. See the applicable NOFO for additional information and guidance.

Add Attachment

Delete Attachment

View Attachment



ED-900E – Calculation of Estimated Relocation and Land Acquisition Expenses

- a. Are relocation expenses part of the proposed project's EDA budget? ☐ Yes ☒ No
- b. Will the proposed project cause the displacement of individuals, families, businesses or farms? ☐ Yes ☒ No

If **Yes**, explain how relocation procedures will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1990 (13 C.F.R. § 302.5 ; see Certification #11 on Form SF-424D, 'Assurances - Construction Programs', for an explanation of this requirement.)

All applicants must complete the "Calculation of Estimated Relocation and Land Acquisition Expenses" form (below), and enter the estimated total for "costs incidental to land acquisition" (line item 1) on line item 3 ("relocation expenses and payments") of Form SF-424C, 'Budget Information - Construction Programs.' This is separate from the estimated purchase price of the property.

ITEM 1. COSTS INCIDENTAL TO LAND ACQUISITION - ESTIMATES	
Number of land transactions involved (including options, easements and rights-of-way):	
Recording fees, transfer taxes, surveys, appraisals, title search and similar expenses-Section 303(1)	
Penalty costs-Section 303(2)	
Real Property taxes-Section 303(3)	
Litigation expenses-Section 304(a)	
Total - Estimated costs incidental to transfer of title	
ITEM 2. RELOCATION - ESTIMATES	
a. TENANTS - Estimates: Number of Claims	
(1) Moving Expenses:	
Actual Expenses-Section 202(a)(1)	
In lieu payments-Section 202(b)	
Total - Moving Expenses	
(2) Replacement housing payments:	
Rental payments-Section 204(1)	
Down payment-Section 204(2)	
Total - Replacement housing payments	
Total - Estimated Tenants	

b. OWNER-OCCUPANTS - Estimates: Number of Claims	
(1) Moving Expenses:	
Actual Expenses-Section 202(a)(1)	
In lieu payments-Section 202(b)	
Total - Moving Expenses	
(2) Replacement housing payments:	
Purchase payments-Section 203(a)(1)	
Reasonable replacement costs-Section 203(a)(1)(A)	
Increased interest costs-Section 203(a)(1)(B)	
Closing costs-Section 203(a)(1)(C)	
Rental payments-Section 204(1)	
Down payment-Section 204(2)	
Total - Replacement housing payments	
Total - Estimated Owner-Occupants	
c. BUSINESS - Estimates: Number of Claims	
Moving Expenses:	
Actual Expenses-Section 202(a)(1)	
Actual loss of tangible personal property-Section 202(a)(2)	
Actual searching expenses-Section 202(a)(3)	
In lieu payments-Section 202(c)	
Total - Estimated Business	
d. NONPROFIT ORGANIZATIONS - Estimates: Number of Claims	
Moving Expenses:	
Actual Expenses-Section 202(a)(1)	
Actual loss of tangible personal property-Section 202(a)(2)	
Actual searching expenses-Section 202(a)(3)	
In lieu payments-Section 202(c)	
Total - Estimated Nonprofit Organizations	
e. FARM OPERATIONS - Estimates: Number of Claims	
Moving Expenses:	
Actual Expenses-Section 202(a)(1)	
Actual loss of tangible personal property-Section 202(a)(2)	
Actual searching expenses-Section 202(a)(3)	
In lieu payments-Section 202(c)	
Total - Estimated Farm Operations	
f. ADVISORY SERVICES - Estimates: Number of Claims	
Total - Expenses of grantee/borrower-Section 205	

g. ADMINISTRATION - Estimates: Number of Claims	
Contracting with individual, firm, association, or corporation-Section 212	
Agreement w/ Federal or State government agency or instrumentality-Section 212	
Total - Estimated Administration	
ITEM 3. GRAND TOTAL	
Enter the sum of Items 1 and 2 (parts (a) through (g)) in this Item	
GRAND TOTAL RELOCATION EXPENSES	

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-97)
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Completed on submission to Grants.gov	Town Manager of the Town of Damariscotta
APPLICANT ORGANIZATION	DATE SUBMITTED
Town of Damariscotta	Completed on submission to Grants.gov

SF-424D (Rev. 7-97) Back

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text" value="3,193,500.00"/>	\$ <input type="text"/>	\$ <input type="text" value="3,193,500.00"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text" value="3,193,500.00"/>	\$ <input type="text"/>	\$ <input type="text" value="3,193,500.00"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text" value="3,193,500.00"/>	\$ <input type="text"/>	\$ <input type="text" value="3,193,500.00"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text" value="3,193,500.00"/>	\$ <input type="text"/>	\$ <input type="text" value="3,193,500.00"/>
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter eligible costs from line 16c Multiply X <input type="text" value="20"/> % Enter the resulting Federal share.			\$ <input type="text" value="638,700.00"/>

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, 'New Restrictions on Lobbying.' The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

*** NAME OF APPLICANT**

Town of Damariscotta

*** AWARD NUMBER***** PROJECT NAME****Prefix:**

Mr.

*** First Name:**

Matt

Middle Name:*** Last Name:**

Lutkus

Suffix:*** Title:** Town Manager of the Town of Damariscotta*** SIGNATURE:**

Completed by Grants.gov upon submission.

*** DATE:**

Completed by Grants.gov upon submission.



FINAL REPORT

*Current and historical trends in the shellfish resources
of the upper Damariscotta River estuary*

20 December 2019

Prepared by Dr. Kara Pellowe and Dr. Heather Leslie**
University of Maine Darling Marine Center*

** Lead Scientist for the project and UMaine postdoctoral research associate (kara.pellowe@maine.edu)*

*** Director, Darling Marine Center and Joint Shellfish Committee member (heather.leslie@maine.edu)*

Executive Summary

This project emerged from a desire by the Damariscotta-Newcastle Joint Shellfish Committee to develop current baselines of wild shellfish resources, and to understand past changes in the Damariscotta River estuary, in order to inform management of the wild shellfishery. It represents a collaboration between the Damariscotta-Newcastle Joint Shellfish Committee, Town of Damariscotta and University of Maine's Darling Marine Center. We conducted this study thanks to a grant from the Broad Reach Fund awarded to the Town in early 2019 through the Shellfish Restoration and Resilience Fund. In kind support from the Town of Damariscotta, UMaine's Darling Marine Center and many individuals, including members of the Joint Shellfish Committee, also was critical in generating this information.

We aimed to answer the following questions:

- 1) What is the current state of shellfish populations (including softshell clams, quahogs, and oysters) in the Damariscotta River estuary?
- 2) Are young shellfish (i.e., seed) actively recruiting to the estuary?
- 3) How have shellfish populations in the estuary changed over time?

To answer these questions, we conducted shellfish population surveys, a recruitment experiment, and semi-structured interviews with local harvesters. We found:

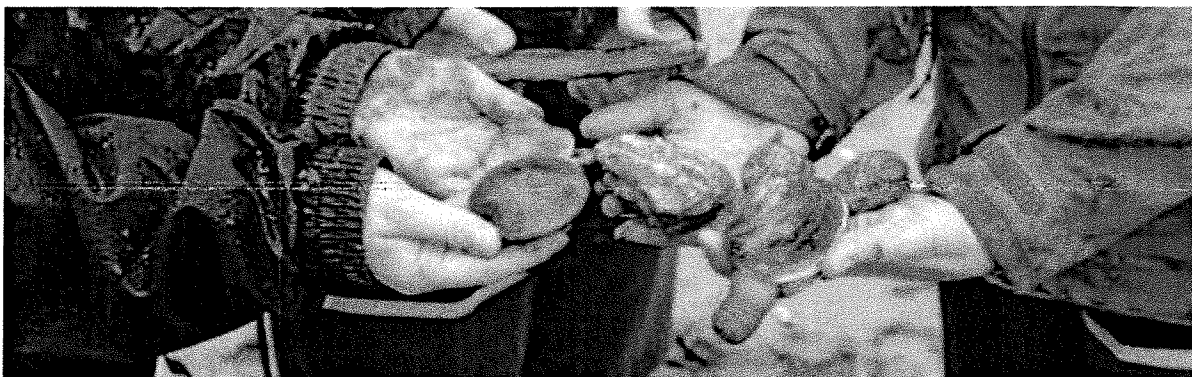
- 1) Shellfish populations vary among locations and by tidal height, with higher densities of shellfish in high intertidal zone than in the low zone.
- 2) Recruitment of young softshell clams varied with tidal height, with more recruits found in predator-protected nursery boxes in the high intertidal zone than in the low zone. Also, very few seed clams were retrieved from the mud next to the boxes, indicating that protection of the seed enabled more to grow and thrive.
- 3) Harvesters we interviewed noted that shellfish populations in the estuary have changed over the last 20 years. They have observed an increase in wild oyster abundance and a simultaneous decrease in softshell clam abundance. They have responded to these changes by shifting fishing effort between species, in some cases starting to harvest species that they had not previously harvested (i.e., oysters).

Motivation

The Damariscotta River estuary in Maine's midcoast region is a unique ecosystem whose tidewater flats support a variety of shellfish, including softshell clams (*Mya arenaria*), quahogs (*Mercenaria mercenaria*), razor clams (*Ensis directus*), blue mussels (*Mytilus edulis*), American oysters (*Crassostrea virginica*), and European oysters (*Ostrea edulis*). Clams and other shellfish have historically provided income to more people in Maine than any other marine species, and fishermen from Damariscotta, Newcastle, and surrounding towns continue to rely on income from shellfishing year-round. Local harvesters have recently noted interannual fluctuations in shellfish resources, and the Damariscotta-Newcastle Joint Shellfish Committee has expressed concern that observed fluctuations indicate a mismatch between the number of licenses issued and shellfish population abundances in the Damariscotta River. Without the resources to conduct population surveys, the Joint Shellfish Committee and the Towns of Damariscotta and Newcastle have had to update shellfish management without critical scientific data. There was an urgency to conduct formal studies of shellfish beds in this region to fill this data gap and to inform the development of strategies that enhance productivity of the wild shellfish resource and coastal community resilience more broadly. This project establishes an important ecological baseline, strengthens civic partnerships, and contributes to co-management of Damariscotta and Newcastle shellfish resources.

In addition to a lack of current information on shellfish populations in the Damariscotta River, local managers are also hindered by a lack of geographically specific historical data. Current and retired shellfishermen in this region have experienced changes in shellfish populations over the past 20 years or more, and are now the only source of this valuable local ecological knowledge. The rich historical information they hold has never been collected or archived, and will soon be lost if action is not taken to preserve it.

To address these problems, we undertook a two-part project that involving municipal and state leaders, local researchers, students, shellfish harvesters, marine managers and community members.



University of Maine students hold, from left to right, quahogs, razor clam, oyster, and softshell clams from the Damariscotta River estuary. Photo by Jessica Stumper.

Methods

Shellfish population surveys

Five sites for tidewater flat surveys were identified in collaboration with local harvesters Ryan Fraser and Paul Muse. All are sites that are actively harvested in the Damariscotta River (Figure 1). Surveys were conducted at low tide. At each site, two to fifteen 25x25m plots were sporadically placed along the flat at a range of tidal heights. Square plots of 25x25m, with one edge parallel to the tide line, were measured using transect tape and marked with wooden stakes. GPS coordinates for each plot were taken from approximately the center of the 25x25m square, and relative tidal height (low, mid, or high) of the plot was also recorded. Prior to surveys, coordinates for five quadrats were generated using a random number generator for coordinates x and y between 0 and 25. At the location of each predetermined quadrat sample, a 1-ft by 2-ft wooden quadrat frame was pushed into the mud and then removed to make an imprint. Mud was dug out from the edges of the quadrat to create a clearly delineated rectangle, within which all shellfish would be counted and measured. A top sample of 1" was collected in a ziplock bag for later processing, and an additional 11" was raked through carefully with a clam rake and by hand. All shellfish found alive within each quadrat were identified and their posterior-anterior length measured with a Vernier caliper before being returned to the mud next to the quadrat. Predators, including green crabs, oyster drills, and horseshoe crabs, were also recorded for each quadrat. This process was completed for each of five quadrats within a 25x25-m plot.

Processing of the top samples occurred at the Darling Marine Center Flowing Seawater Lab in Walpole. The contents of each ziplock bag was thoroughly emptied into a 2mm mesh sifter box, and a hose was used to wash away the mud. Any shellfish found were identified and their length measured using Vernier calipers. Additional predators found in top samples were also recorded. We performed a two-way ANOVA with interaction to determine the effect of location and tidal height on shellfish density. Density data were normalized using natural log transformation.

These methods are consistent with those recommended by the Maine Clam Handbook published by Maine Sea Grant (1998).

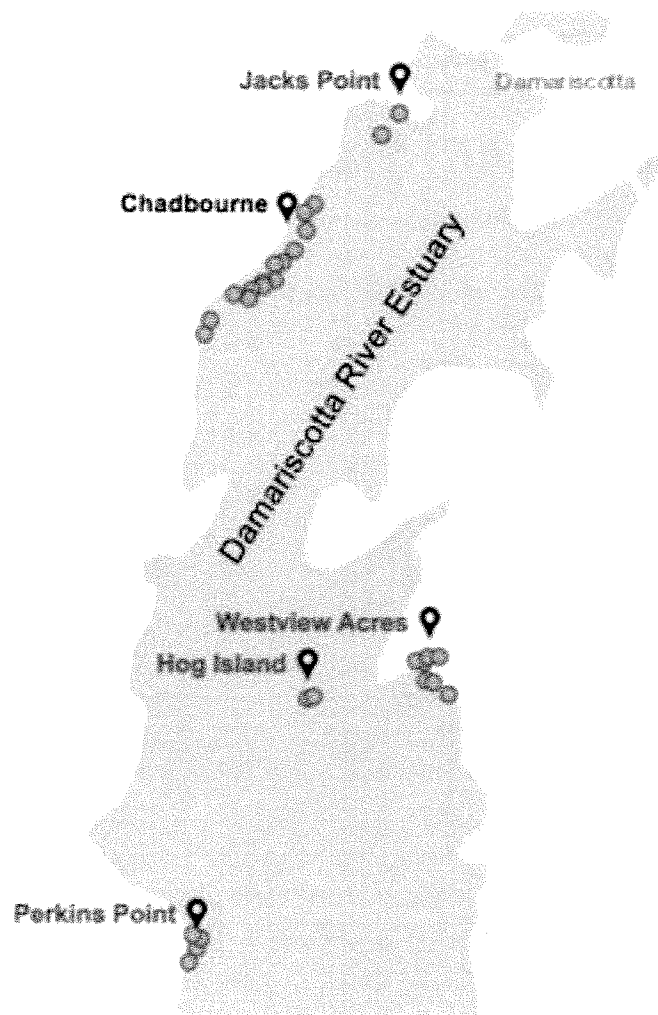


Figure 1. Map showing the five survey sites, with blue circles showing locations of survey plots.

Shellfish recruitment experiment

Recruitment boxes were constructed as 1-ft by 2-ft wooden frames with a depth of 4". Durable plastic pet screen was then secured across the frames on both sides. A small piece of laminated paper containing study information and researcher contact information was attached to one corner of each box.

In June 2019, nine recruitment boxes were deployed at the Chadbourne site in Newcastle, Maine. Three boxes along a transect running parallel to the tide line were placed at each of low, mid, and high intertidal zones. Recruitment boxes at each tide zone were placed with one screen-side down on the sand or mud surface at intervals of 2m. Boxes were secured using wooden stakes driven into the mud just outside either 1-ft side of the box. These stakes were then secured to the box with nails. The recruitment boxes remained on the flats until late

November 2019, when they were collected and brought to the Darling Marine Center for processing. At the same time as recruitment boxes were being collected, a core sample using a 0.1963-ft² coffee can was taken next to each recruitment box and brought to the Darling Marine Center in Walpole for processing, in order to test for treatment (*i.e.*, box) effect. Recruitment boxes and cores were processed by sieving the contents through 1-mm mesh and counting clam recruits.

We performed a two-way analysis of variance (ANOVA) with interaction to determine the effects of tidal height and sample type on recruit density. Density data were normalized using natural log transformation. We also performed a Tukey test to determine differences in shellfish recruit densities between all combinations of intertidal heights.

These methods are consistent with those recommended by the Maine Clam Handbook published by Maine Sea Grant (1998).

Interviews with harvesters

Potential interview participants were identified from a list of current shellfish license holders in the Towns of Damariscotta and Newcastle. All interview participants were adult harvesters over 18 years of age. Participants were recruited by phone and asked to participate in an anonymous, in-person interview at a time and location of their choosing.

Semi-structured interviews ranged from 12 to 60 minutes, and questions asked about participants' socio-economic characteristics, their experience in the Damariscotta River estuary generally, their experience with shellfish harvesting in the estuary, and their observations of change generally and in shellfish populations over time. Each interview was audio-recorded and transcribed. Responses were then coded for each question, with themes emerging from participants' responses and identified by the researchers who conducted the interviews (Jess Woodall, Cassandra Strauch, and Kara Pellowe). Pellowe supervised Strauch and Woodall, who were undergraduate interns based at the Darling Marine Center in summer 2019 and recruited specifically to work on this project.

Results

Shellfish population surveys

Across all sites and species, mean shellfish density was 34.91 individuals per square meter (see Table 1 for full results by site and species). We found a significant effect of location ($p=0.006$), and tidal height ($p=0.001$) on shellfish density (all species combined and log-transformed data; Fig. 2). The interaction effect location*tidal height was insignificant ($p=0.926$). The size structure and diversity of shellfish species also varied among sites (Fig. 3). For softshell clams, we found many more small (2-30mm) recruits than adult clams, across all sites.

Location	Mean density (shellfish/sq-m)			
	All species	Softshell clams	Quahogs	Oysters
All sites	34.91	21.96	6.96	4.77
Chadbourne	23.47	17.94	5.17	0.36
Westview Acres	31.06	17.84	1.08	12.15
Jacks Point	8.61	7.53	0.54	0.54
Perkins Point	70.23	54.09	0.81	6.73
Hog Island	89.88	16.68	59.74	12.38

Table 1. Mean density of shellfish varies among sites and by species. Higher densities of softshell clams were found, relative to the other species, at all sites, except Hog Island, where quahogs were more abundant.

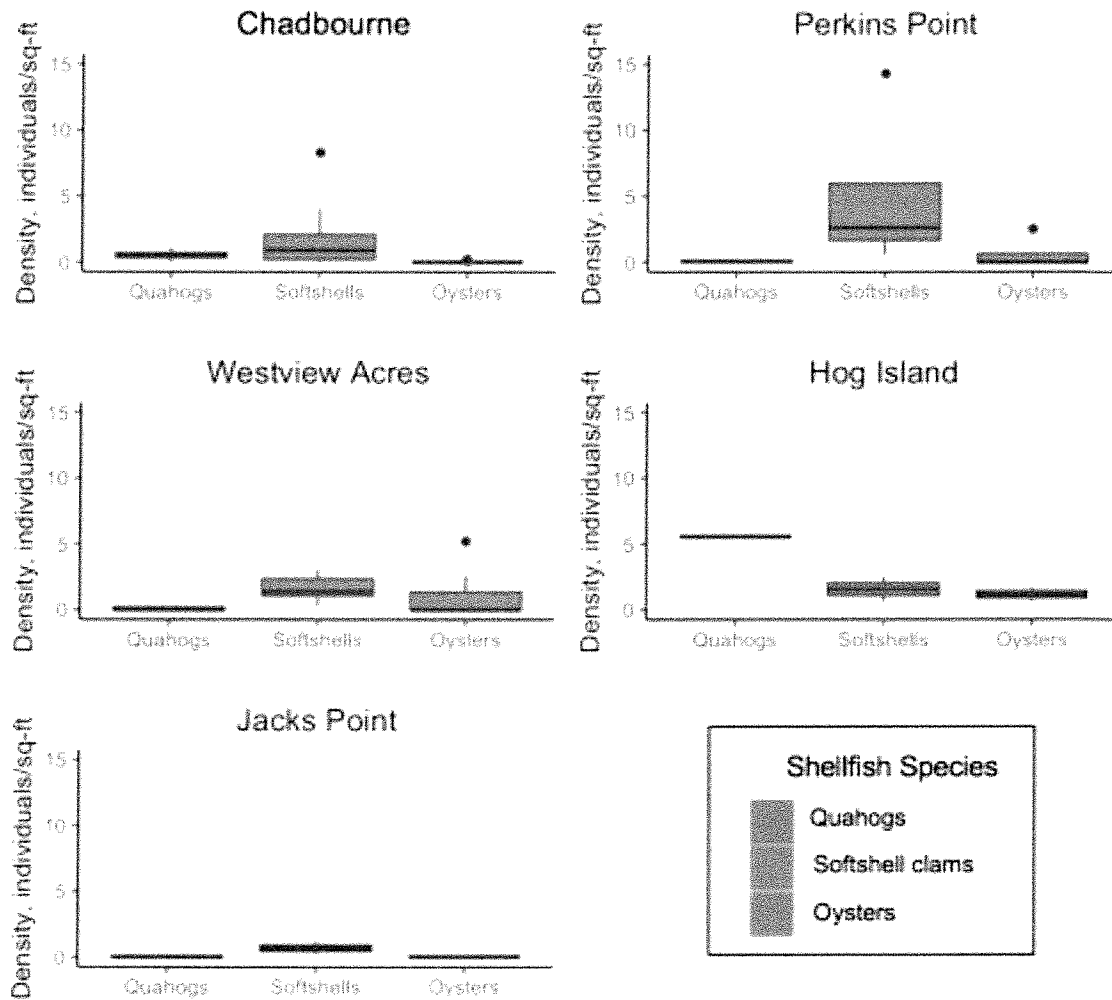


Figure 2: Shellfish density and species composition among locations in the Damariscotta River estuary. These box and whisker plots denote the mean of each sampled population as the black line in the middle of the rectangle and also show the 95% confidence intervals associated with each sample, as the lines above and below the rectangle. We sampled five different sites in the upper estuary; the locations are denoted on the map in Fig. 1.

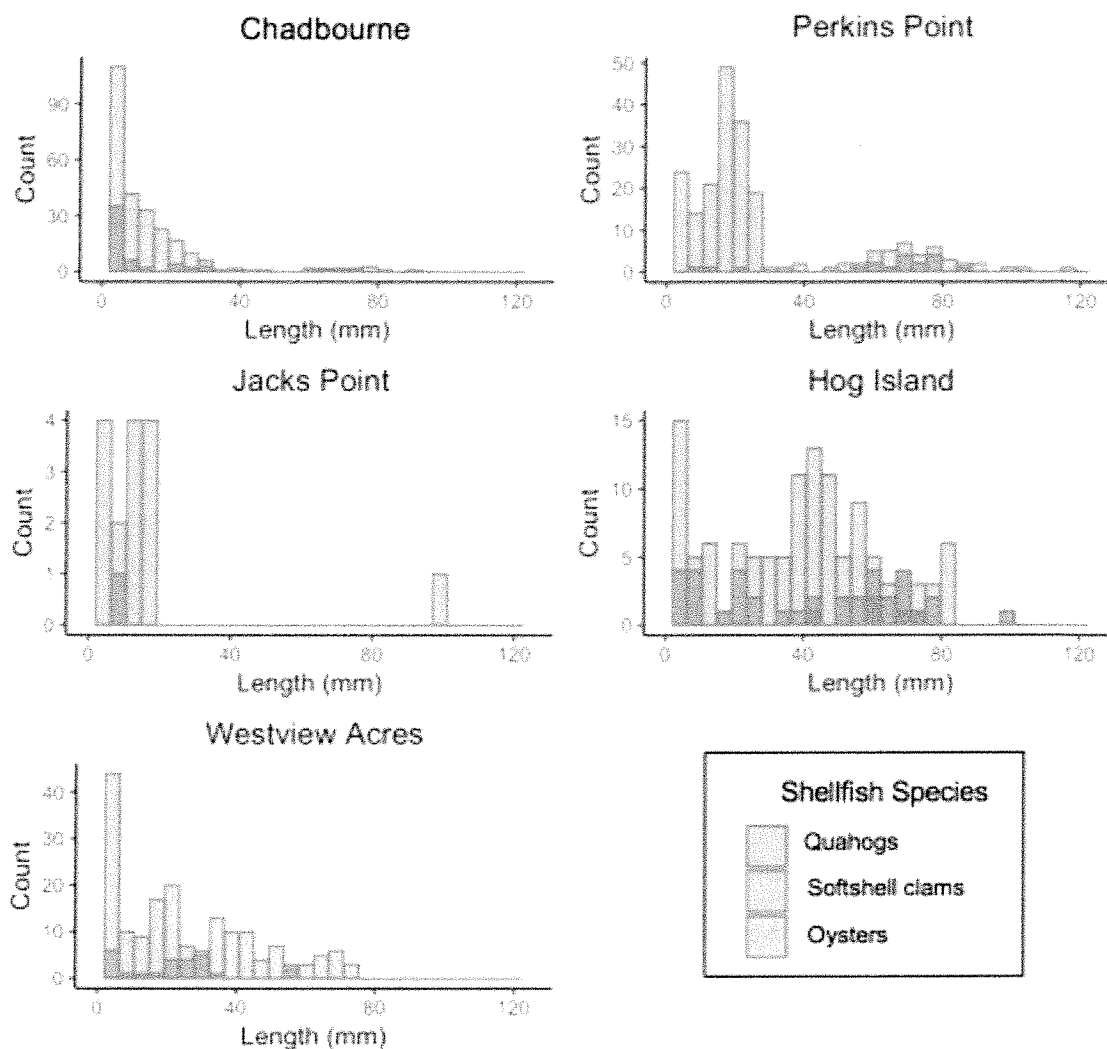


Figure 3. The size of shellfish varies among sites in Damariscotta River estuary. These histograms show the relative abundances of different sizes of shellfish at each of the five sites sampled in the upper estuary. The colors are associated with different types of shellfish: green for quahogs, orange for softshell clams, and purple for oysters. Note that the y-axes vary among sites, in part, due to greater sampling effort at certain sites.

Shellfish recruitment experiment

We found a significant effect of tidal height ($p=0.004$), and treatment (box vs. core) ($p=0.003$) on the density of clam recruits (Figure 4). However, the interaction effect tidal height*sample type was insignificant ($p=0.051$). A Tukey test revealed that the low zone has significantly lower recruit density than the high zone ($p=0.01$), but that the mid zone is not significantly different from either the low or the high. Mean recruit densities were found to be: 8.7 recruits/sq-m in the low tide boxes and core; 106.1 recruits/sq-m in the mid tide boxes and core; and 183.0 recruits/sq-m in the high tide boxes and core.

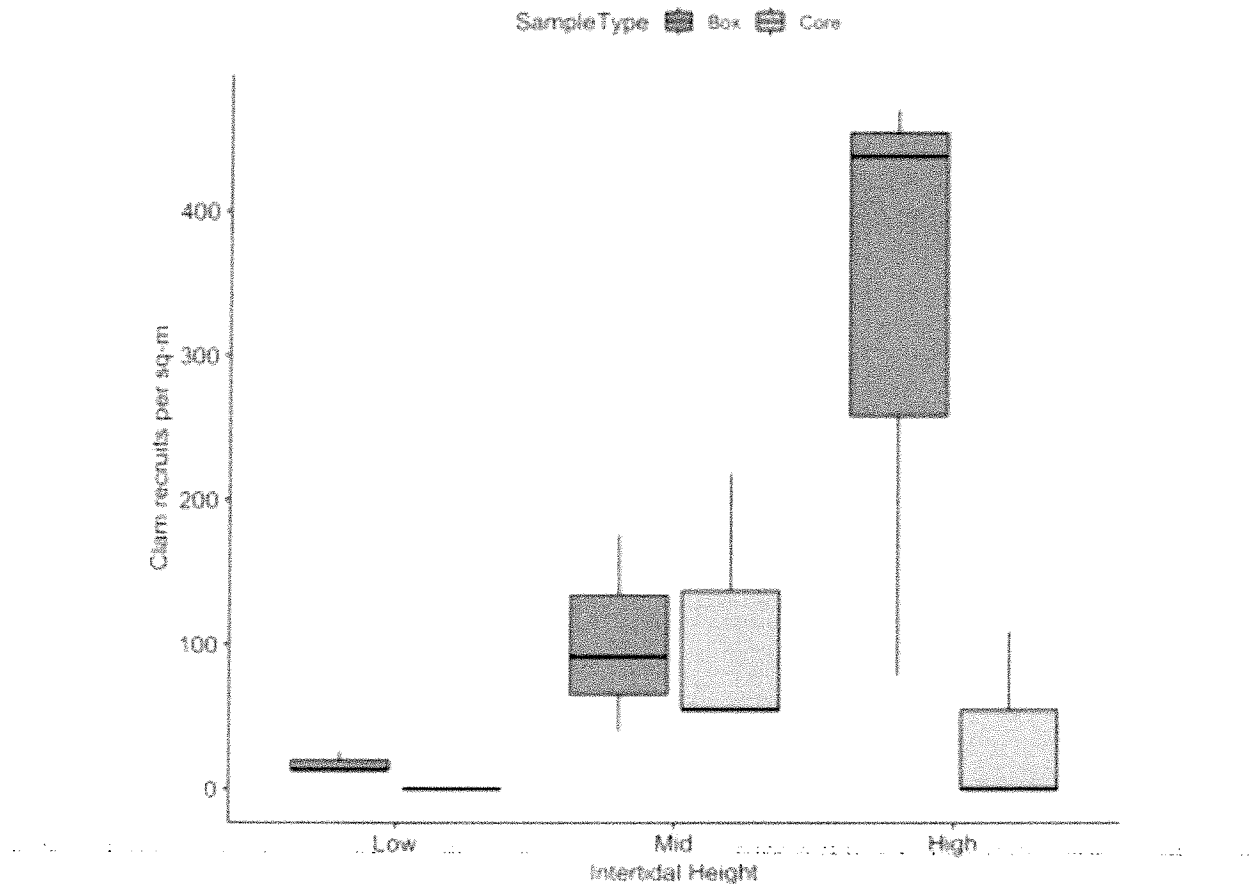


Figure 4. The recruitment experiment revealed that protection in the recruitment boxes, as well as intertidal height, influenced how many seed clams survived. More seed clams were found in the high than in the low intertidal zone.

Interviews with harvesters

We interviewed eight harvesters in June and July 2019. These eight included two respondents each in every license category available from the Damariscotta-Newcastle shellfish license program: commercial resident; commercial non-resident; recreational resident; and recreational non-resident. The shellfish harvesters we interviewed had a range of experience harvesting shellfish in the estuary, with the longest length of experience, 82 years, reported by a harvester with a resident recreational license. Respondents also varied in their years of experience harvesting shellfish (Table 2). In some cases, respondents had experience in the Damariscotta River estuary, as well as in other areas in Maine and New England. 100% of harvesters interviewed said that they had noticed changes in shellfish abundance in the Damariscotta River estuary over time. The changes noticed included an increase in oyster populations (88% of respondents), and a decline in softshell clam populations (75% of respondents). In addition, harvesters noticed other changes in the estuary and shellfishery (see Table 3 for full details). Harvesters responded to these changes by switching harvest species (38%), harvesting less (frequency and catch, (25%), looking for licenses elsewhere (13%), and depending more on income from other work (13%). Respondents reported that they believe the changes they have observed in shellfish populations in the Damariscotta River estuary could be due to a number of drivers, including aquaculture, over harvesting, predation from green crabs and sand worms, under harvesting, and dragging activities.

Measure	License type (number of respondents)			
	Commercial resident (n=2)	Commercial non-resident (n=2)	Recreational resident (n=2)	Recreational non-resident (n=2)
Average years of experience on the Damariscotta River Estuary	14	29	74	58
Average years of experience harvesting shellfish	14	42	70	66
Average percent income from marine-related activities	58%	60%	0%	0%
Average percent income from shellfish harvest	55%	20%	0%	0%

Table 2. Shellfish harvesters interviewed carry all four license types and have varied levels of experience and economic dependence on the wild shellfishery.

Type of change	Percentage of respondents that have noticed changes	Description of changes noticed
Environmental	100%	<ul style="list-style-type: none"> • More green crabs (n=4) • Fewer seed clams (n=2) • More algae (n=2) • Warmer temperatures (n=1) • Changes to sewer system (n=1) • More sand worms (n=1)
Socio-economic	75%	<ul style="list-style-type: none"> • Increase in aquaculture (n=6) • Aging harvesters/ fewer harvesters (n=5) • Reduced access to river/ increased homebuilding (n=3) • General changes in fishing industry (n=1)
Governance	12.5%	<ul style="list-style-type: none"> • Changed town ordinance (n=1)

Table 3. All respondents have noticed environmental changes of various types in the Damariscotta River estuary, many of which affect the wild shellfishery.

Recommendations & Next Steps

Based on the findings of these studies, we recommend continued monitoring of adult shellfish populations in the Damariscotta River estuary in order to confirm that the trends we observed hold beyond the five sites and one year of our study. Confirming these trends through continued monitoring will ensure robust information is available to inform license allocation and other local management decisions. In addition, further information would be beneficial regarding several topics, including:

- 1) *How tidal height affects shellfish populations.* In particular, why are clams more abundant in the high zone than in the low zone? Is this difference due to predation, harvesting pressure, sediment conditions, or other factors?
- 2) *How ease of access (walk-in sites vs those accessible only by boat) impacts shellfish populations.*
- 3) *How the interview data we gathered relate to the Maine Department of Marine Resources landings data.* Additionally, study of the possible reasons for the observed shellfish declines in the estuary, including possible changes in recruitment of young clams and predation intensity, is warranted.
- 4) *Targeted surveys of oyster populations,* given the importance of this resource to shellfish harvesters in the area. Wild oysters are a unique resource that makes the Damariscotta River Estuary different from other most rivers in Maine.

We also recommend efforts to map sites of current and historical importance in the Sheepscot River, to complement studies in the Damariscotta River, and to provide a comparison between two different river ecosystems managed by Damariscotta and Newcastle.

Finally, we advise the Joint Committee to explore ways that municipal shellfish management and citizen science could work together to provide information on shellfish resources in the area, in collaboration with scientists at UMaine, Maine DMR and other institutions in the area. There are many communities in Maine engaged in similar work, and through the Maine Shellfish Learning Network (<https://umaine.edu/shellfish-restoration/>), there is a great opportunity to share what has been learned in this area with others, and to continue to enhance local capacity and activities.

References and Resources

- Beal, B. F., D. Nault, H. Annis, P. Thayer, H. Leighton, B. Ellis, M. P. Road, and B. Harbor. 2016. Comparative, large-scale field trials along the Maine coast to assess management of populations of the commercially important softshell clam, *Mya arenaria* L. *Journal of Shellfish Research* 35(4):711–727.
- Ellis, K. L., and M. Waterman, editors. 1998. *The Maine Clam Handbook. A Community Guide for Improving Shellfish Management*. Sea Grant Communications.
- Farr, E. R., J. S. Stoll, and C. M. Beittl. 2018. Effects of fisheries management on local ecological knowledge. *Ecology and Society* 23(3).
- McGreavy, B., S. Randall, T. Quiring, C. Hathaway, and G. Hillyer. 2018. Enhancing adaptive capacities in coastal communities through engaged communication research: Insights from a statewide study of shellfish co-management. *Ocean and Coastal Management* 163:240–253.



Left: Harvester and Shellfish Committee Chair Ryan Fraser and Dr. Kara Pellowe examine softshell clam seed in the Damariscotta River estuary. Right: Softshell clam seed.



Photos by Heather Leslie.

For more information on this project, please contact Dr. Heather Leslie of the UMaine Darling Marine Center and School of Marine Sciences at 207-563-8299 or at heather.leslie@maine.edu.

**RESOLUTION OF THE BOARD OF SELECTMEN OF THE TOWN OF DAMARISCOTTA, MAINE
REGARDING TAX INCREMENT FINANCING FOR THE MAIN STREET DAMARISCOTTA
MUNICIPAL TIF DISTRICT AND DEVELOPMENT PLAN**

WHEREAS, the Town of Damariscotta (the “Town”) is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate specified areas within the Town as the Main Street Damariscotta Municipal Development and Tax Increment Financing District (the “District”) and to adopt a Development Program for the District (the “Development Program”); and

WHEREAS, there is a need for commercial development in the Town of Damariscotta and the surrounding region; and

WHEREAS, there is a need to provide additional employment opportunities for the citizens of the Town of Damariscotta and the surrounding region; to improve and broaden the tax base of the Town of Damariscotta; and to improve the general economy of the Town of Damariscotta, the surrounding region and the State of Maine; and

WHEREAS, implementation of the Development Program will help to support local businesses by improving pedestrian access via sidewalks and bike paths, and in supporting existing businesses and encouraging the development of new businesses, the Development Program will therefore provide additional employment for the citizens of the Town of Damariscotta and the surrounding region; improve and broaden the tax base in the Town of Damariscotta and improve the economy of the Town of Damariscotta and the State of Maine; and

WHEREAS, there is a need to encourage the development of commercial facilities through the establishment of the District in accordance with the provision of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended; and

WHEREAS, the Board of Selectmen desires to designate the Main Street Damariscotta Municipal Development and Tax Increment Financing District, and to adopt a Development Program for the District; and

WHEREAS, it is expected that approval will be obtained from the Maine Department of Economic and Community Development (the “Department”), approving the designation of the District and the adoption of the Development Program for the District.

NOW, THEREFORE, BE IT HEREBY VOTED BY THE BOARD OF SELECTMEN:

Section 1. The Board of Selectmen hereby finds and determines that:

- a. At least twenty-five percent (25%), by area, of the real property within the District, as hereinafter designated, is suitable for commercial uses as defined in 30-A M.R.S.A. §5223; and
- b. The total area of the District does not exceed two percent (2%) of the total acreage of the Town, and the total area of all development districts within the Town does not exceed five percent (5%) of the total acreage of the Town; and

- c. The aggregate value of equalized taxable property of the District as of April 1, 2019 does not exceed five percent (5%) of the total value of equalized taxable property within the Town as of April 1, 2019; and
- d. The Board expects that the Development Program will be completed within thirty (30) years of the designation of the District by the Department; and
- e. The designation of the District and pursuit of the Development Program will make a contribution to the economic growth and well-being of the Town of Damariscotta and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the Town of Damariscotta, including safe pedestrian access to shops, restaurants and offices, additional employment opportunities, a broadened and improved tax base and economic stimulus, and therefore constitutes a good and valid public purpose.

Section 2. Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Board of Selectmen hereby recommends the designation of the Main Street Damariscotta Municipal Development and Tax Increment Financing District designated and described as more particularly set forth in the “Main Street Damariscotta Municipal Development and Tax Increment Financing District Development Program” and orders the matter be presented to Town Meeting.

Section 3. Pursuant to the provisions of 30-A M.R.S.A. §5224, the percentage of increased assessed value to be retained as captured assessed value in accordance with the Development Program is hereby established as set forth in the Development Program. If at any time during the term of the District the captured assessed value in the District increases by reason of revaluation, the maximum amount of retained captured assessed value shall increase in proportion to an increase in assessed value attributable to such revaluation, it being the intent of the Town that the retained tax increment from the captured assessed value shall remain at a level at least equivalent to the dollar values specified in the Development Program over the life of the District.

Section 4. The Board of Selectmen, or its duly appointed representative, is hereby authorized, empowered and directed to submit the proposed designation of the District and the proposed Development Program for the District to the State of Maine Department of Economic and Community Development for review and approval pursuant to the requirements of 30-A M.R.S.A. §5226.

Section 5. The foregoing designation of the District and the adoption of the Development Program for the District shall automatically become final and shall take full force and effect upon receipt by the Town of approval of the designation of the District and adoption of the Development Program by the Department, without requirements of further action by the Town, the Board of Selectmen, or any other party.

Section 6. The Board of Selectmen, or its duly appointed representative, is hereby authorized and empowered to make such revisions to the Development Program as the Board of Selectmen , or its duly appointed representative, deem reasonably necessary or convenient in order to facilitate the process for review and approval of the District by the Department, or for any other reason, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Development Program.

Approved January 15, 2020, by the Board of Selectmen at a meeting duly convened and conducted at Damariscotta, Maine.

TOWN OF DAMARISCOTTA, MAINE

Robin Mayer

Mark Hagar

Louis F. Abbotoni

Joshua Pinkham

