



*Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954*

City of Caribou

Community Development Block Grant Program Statement

State of Maine 2026 CDBG Economic Development Grant Program

Introduction

The City of Caribou is pleased to announce the opportunity for local businesses to apply for the State of Maine 2026 Community Development Block Grant (CDBG) Economic Development Program. This program is designed to assist businesses with enhancing their operations, expanding services, and contributing to the overall economic vitality of our community.

Objective

The primary objective of the CDBG Economic Development Grant Program is to provide financial assistance to businesses that will result in the creation or retention of jobs, particularly for low- and moderate-income persons, and to support projects that enhance economic opportunities and improve the quality of life in the City of Caribou.

Eligibility Criteria

To be eligible for consideration, businesses must meet the following criteria:

1. **Location:** The business must be located in Caribou.
2. **Job Creation/Retention:** The project must create or retain jobs, benefiting low- and moderate-income individuals.
3. **Project Viability:** The project must demonstrate financial viability and the ability to achieve the proposed economic development outcomes.
4. **Other Funding Sources:** Economic Development CDBG grants are intended to fill a gap in project funding.
5. **Compliance:** The business must comply with all local, state, and federal regulations, including environmental and labor standards.



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Application Process

The City of Caribou will select one business to apply for the CDBG Economic Development Grant. The selection process will be competitive and based on the following steps:

Step 1: Business Interest Submission Form

Interested businesses must submit a business interest form (Attachment 1) to the City of Caribou. The form should include:

- Business name and contact information
- UEI if available
- Detailed project description
- Estimated project cost and funding sources
- Expected economic impact, including job creation/retention
- Detailed budget and timeline

Step 2: Business Review

The City's Selection Committee, comprised of a member of the City Council, the City Manager, Economic Development Specialist, Code Enforcement Officer, one (1) representative of the Caribou Development Committee, and one (1) representative of the Caribou Economic Growth Council will review all submissions based on the eligibility criteria and project merits.

The Selection Committee will evaluate the business interest form using a scoring system based on:

- Job creation/retention potential
- Financial viability and sustainability
- Economic impact on the community
- Alignment with local economic development goals

The Committee will recommend one business to the City Council for final approval.

Step 3: Final Approval and Application Submission

The selected business will work with the City of Caribou to prepare and submit the initial Letter of Intent to the State of Maine. The City, in partnership with the Northern Maine Development



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Commission (NMDC) will provide support and guidance throughout the application process to ensure compliance with CDBG requirements.

Contact Information

For more information or assistance with the application process, please contact: Eric Sanderson, Economic & Community Development Specialist, City of Caribou. Phone: (207) 498-5096 | Email: esanderson@cariboumaine.org

Public Announcement

The City of Caribou is excited to announce the opportunity for local businesses to apply for the State of Maine 2026 CDBG Economic Development Grant Program. This grant aims to support projects that create or retain jobs and enhance our community's economic vitality. Interested businesses must submit a pre-application by Friday October 30th at 4:30PM in hard copy to 25 High Street, Caribou, ME or via email to esanderson@cariboumaine.org. Preference will be given to projects that demonstrate significant job creation or retention, particularly for low- and moderate-income individuals. Please note that the selection process is competitive, and the final funding decision rests with the Maine State DECD. For more details, including eligibility criteria and application forms, visit <https://www.maine.gov/decd/community-development/cdbg-program/application-process>

City of Caribou: CDBG Economic Development Grant Program Scoring System

Scoring Criteria

Each application will be evaluated based on the following criteria, with a maximum possible score of 100 points:

1. Job Creation/Retention Potential (25 points)

- **High (21-25 points):** The project will create or retain 10 or more jobs, with at least 51% of these jobs benefiting low and moderate-income individuals.
- **Medium (11-20 points):** The project will create or retain 5-9 jobs, with at least 51% of these jobs benefiting low and moderate-income individuals.
- **Low (0-10 points):** The project will create or retain fewer than 5 jobs or less than 51% of these jobs will benefit low and moderate-income individuals

2. Financial Viability and Sustainability (20 points)



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- **High (16-20 points):** The project demonstrates strong financial viability, with detailed financial statements and a solid business plan indicating long-term sustainability.
- **Medium (8-15 points):** The project demonstrates moderate financial viability, with some financial statements and a basic business plan indicating potential sustainability.
- **Low (0-7 points):** The project demonstrates low financial viability, with limited or no financial statements and an unclear business plan.

3. Economic Impact on the Community (25 points)

- **High (21-25 points):** The project significantly enhances the local economy, providing substantial benefits such as increased tax revenue, new services, or major infrastructure improvements.
- **Medium (11-20 points):** The project moderately enhances the local economy, providing some benefits such as additional tax revenue, new services, or minor infrastructure improvements.
- **Low (0-10 points):** The project provides minimal economic enhancement, with few or no tangible benefits to the local economy.

4. Alignment with Local Economic Development Goals (15 points)

- **High (11-15 points):** The project strongly aligns with the City's Comprehensive Plan and economic development goals.
- **Medium (6-10 points):** The project moderately aligns with the City's Comprehensive Plan and economic development goals.
- **Low (0-5 points):** The project has little or no alignment with the City's Comprehensive Plan and economic development goals.

5. Project Feasibility (15 points)

- **High (8-10 points):** The project is highly feasible, with a clear and realistic timeline, budget, and well-defined steps for implementation.
- **Medium (4-7 points):** The project is moderately feasible, with a basic timeline, budget, and some defined steps for implementation.
- **Low (0-3 points):** The project is minimally feasible, with an unclear or unrealistic timeline, budget, and poorly defined steps for implementation.



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Total Score Calculation

The total score for each application will be the sum of the points awarded in each of the five criteria categories. The maximum possible score is 100 points.

Scoring Sheet

Criteria	Max Points	Applicant Score
Job Creation/Retention Potential	25	
Financial Viability and Sustainability	20	
Economic Impact on the Community	25	
Alignment with Local Economic Development Goals	15	
Project Feasibility	15	
Total Score	100	

Each member of the Selection Committee will complete a scoring sheet for each application. The scores from all members will be averaged to determine the final score for each application. The business with the highest average score will be recommended for the CDBG Economic Development Grant LOI.



Disclaimer

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Please Note:

The submission of an application to the City of Caribou for the CDBG Economic Development Grant Program does not guarantee funding. All applications will be reviewed and scored by the City of Caribou's selection committee. The selected application will then be submitted to the Maine Department of Economic and Community Development (DECD) for final approval.

The final decision on funding lies solely with the Maine State DECD. The DECD will review the submitted application and make the final determination regarding the award of the grant. The City of Caribou cannot guarantee that the selected business will receive funding.

By submitting an application, you acknowledge and accept that the selection process is competitive and that funding is contingent upon approval by the Maine State DECD.



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**Attachment 1 – City of Caribou Business Interest Form to Apply for
CDBG Economic Development Program Funding**

Business Name: _____

Business Address: _____

Unique Entity Identifier (UEI): _____

Contact Person Name: _____

Phone: _____ **Email:** _____

Detailed Project Description: _____

Estimated Economic Impact and Job Creation/Retention: _____



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How will this project benefit Low and Moderate Income (LMI) Individuals per the CDBG Economic Development Program Guidelines? _____

Estimated Project Cost and Funding Sources: _____

How will this project remain financially viable and sustain the business and/or job creation as part of this grant?: _____

Please describe the economic impact on the community: _____



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How does the project align with Local Economic Development Goals (City Council Goals, Comprehensive Plan, etc.): _____

Please describe the project feasibility (ability to hire employees, purchase equipment, and execute the proposed project as part of this grant application): _____

Is the project, use, business, etc. in compliance with City of Caribou Codes and Ordinances? If not, how will this be rectified or applicable permits/approvals received?:

Detailed Budget & Timeline: _____

**Application Deadline: Friday, October 30th by 4:30PM in hard copy
to 25 High Street, Caribou, ME 04736 ATTN: Economic
Development Department or via email to
esanderson@cariboumaine.org**