

MASTER APPLICATION

Assistance for PFAS-Impacted Commercial Farms

The Department of Agriculture, Conservation and Forestry (DACF) offers two programs to support commercial farms that have been impacted by PFAS contamination. These are the PFAS Response Program and the PFAS Fund. This Master Application may be used by eligible farms to apply for any of the following assistance:

Administrative Cost Grant: A one-time grant intended to partially compensate commercial farms for time spent on activities common to most farms upon the initial discovery of PFAS contamination.

Income Replacement: Commercial farms that have stopped selling some or all products due to PFAS contamination may apply to DACF for up to a total of 24 months of lost income, adjusted for inflation.

Technical Assistance / Professional Services: Financial support for professional services to help guide recovery efforts (e.g., business planning, marketing support, others).

Clean Feed Assistance: Financial support for clean feed when it is necessary for the health and welfare of livestock and to achieve depuration goals in the absence of clean feed from the farm.

Equipment and Input Costs: Financial support for equipment and related input costs to allow a commercial farm to convert its operations to accommodate new products and production methods.

Infrastructure: Financial support for infrastructure projects (permanent physical assets and structures) that will help a commercial farm transition to new products and production methods.

Debt Service on Existing Loans: Payment of loans directly related to farm infrastructure built/installed prior to the discovery of PFAS contamination (e.g., high-tunnel, greenhouse, farm store) that (1) have not yet contributed to income or (2) are no longer useful to the producer because of PFAS contamination.

New Loan Assistance: Financial support for costs associated with obtaining a new loan (e.g., payment of fees for a guaranteed loan, commercial loan insurance, or environmental site assessments required by a lending institution).

In addition to the assistance listed above, the PFAS Fund is developing the framework to purchase PFAS-contaminated property from willing sellers, fund research, and support access to blood testing and mental health support for eligible populations. These will involve separate application procedures. Information will be posted on DACF's website as it becomes available.

The PFAS Response Program administers additional support, namely water filtration and payments for depopulated animals. These programs are not associated with this Master Application. There is also a testing reimbursement program with a separate application procedure available on DACF's website.



Amanda E. Beal
Commissioner

Randy Charette
Deputy Commissioner

Nancy McBrady
Deputy Commissioner

18 Elkins Lane
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(207) 287-3200
maine.gov/dacf



Eligibility and Instructions

Instructions

Applicants must complete and provide all requested information in:

- Section 1. Applicant General Information,
- All Sections with types of assistance for which the applicant wishes to apply (Sections II-IX), and
- Appendix A. Vendor Form

Applicants will be considered for a specific type of assistance only if the corresponding application section is complete. Multiple applications may be submitted as needed. Completed applications can be submitted to PFAS.DACF@maine.gov or PFASFund.DACF@maine.gov or mailed to:

PFAS Response Program
28 State House Station
Augusta, ME 04333

Baseline Eligibility Requirements

In general, commercial farms are eligible for the assistance listed on the first page of this application if the following parameters are met. Some types of assistance may have additional or different requirements.

1. The commercial farm has DACF-confirmed unsafe levels of PFAS contamination, defined as
 - a. one or more samples of farm products showing PFAS exceeding current Action Levels or deemed of concern by the Maine CDC, and/or
 - b. groundwater test results exceeding Maine's enforceable interim drinking water standard for PFAS until superseded by either Maine's Maximum Contaminant Level (MCL) for PFAS or a federal MCL for PFAS, whichever is lowest, for wells servicing the farm or fields, and/or
 - c. soil test results exceeding any current Maine CDC crop-specific screening level; and
2. The commercial farm has partnered with DACF to investigate the scope of contamination at the farm and has granted ongoing access such that DACF staff are able to develop an understanding of the farm, its PFAS contamination, and potentially a strategy for recovery.

A commercial farm is defined as a farm that produces any farm product with the intent that the farm product be sold or otherwise disposed of to generate income. Please see **Appendix B – Current Maine PFAS Screening Levels (December 2023)** for the current Action Levels for farm products as well as the current drinking water standard values for comparison of test results.

Contact Information

For general inquiries, call 207-287-4514 and leave your name, phone number, and a brief message.

Questions about testing reimbursement, clean feed assistance, equipment and input costs, infrastructure projects valued up to \$150,000, and debt service on existing loans may be directed to Meagan Hennessey, PFAS Response Director, Meagan.Hennessey@maine.gov, 207-592-3795.



Questions about administrative cost grants, income replacement, no-cost technical assistance, infrastructure projects valued above \$150,000, and new loan assistance may be directed to Beth Valentine, PFAS Fund Director, Beth.Valentine@maine.gov, 207-313-0962

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Appendix A: Vendor Form

Appendix B: Current Maine PFAS Screening Levels

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Date of Application: _____



Section 1. General Applicant Information

(all applicants must complete this section)

BUSINESS ENTITY'S LEGAL NAME: _____

STATE OF INCORPORATION AND CHARTER NUMBER: _____

FARM'S PRIMARY PRODUCT(S): _____

CONTACT NAME: _____

MAILING STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHYSICAL STREET ADDRESS IF DIFFERENT: _____

PHYSICAL ADDRESS CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

NAME OF DACF STAFF (APS) WORKING WITH THE FARM: _____

Required Documentation - Section 1

The following information must be attached and submitted with this Section of the application:

- A. Farm Narrative. A statement, one page or less, explaining (1) the date and circumstances of the discovery of PFAS on the property, (2) the impacts to the farm's business operations due to PFAS contamination, and (3) how the requested financial assistance will support the farm's efforts to remain viable in connection with these impacts.
- B. Proof of Contamination. PFAS test results from an approved laboratory (*if DACF does not already have them*). See **Appendix B** for the current Maine PFAS Screening Levels, updated as of December 2023.

The commercial farm has DACF-confirmed unsafe levels of PFAS contamination, defined as

1. One or more samples of farm products showing PFAS exceeding current Action Levels or deemed of concern by the Maine CDC, and/or
 2. groundwater test results exceeding Maine's enforceable interim drinking water standard for PFAS until superseded by either Maine's Maximum Contaminant Level (MCL) for PFAS or a federal MCL for PFAS, whichever is lowest, for wells servicing the farm or fields, and/or
 3. soil test results exceeding any current Maine CDC crop-specific screening level
- C. Vendor Form. A completed State of Maine Vendor Authorization Form (*if not already on record*), available in Appendix A. The purpose of the vendor form is to establish an account with the State of Maine's accounting system so that payments may be issued to the applicant by the State of Maine. Any change in information, such as an address change, will require a new vendor form.

Date of Application: _____



Additional Information Requested – Section 1

Has this farm previously applied for assistance from DACF via the master application? YES NO

If YES, please indicate any changes in your operations that have occurred since your last application. Also, has the name/contact information provided above changed?

Does this farm currently produce any farm product with the intent that the farm product be sold or otherwise disposed of to generate income? YES NO

If no, approximate date farm stopped producing farm products for sale: _____

Applications Included in this Submittal:

Please check all applications that apply. If multiple projects are being applied for within a category, please indicate the number:

- | | |
|---|--|
| <input type="checkbox"/> Administrative Cost Grant | <input type="checkbox"/> Equipment and Input Costs (# projects: ___) |
| <input type="checkbox"/> Income Replacement | <input type="checkbox"/> Infrastructure (# projects: ___) |
| <input type="checkbox"/> Tech Assistance/Prof. Services (# projects: ___) | <input type="checkbox"/> Debt Service on Existing Loans |
| <input type="checkbox"/> Clean Feed Assistance | <input type="checkbox"/> New Loan Assistance |

Signature Block – Section 1

Consent and Certification

By submitting this application, the undersigned:

- Agrees to partner with DACF to investigate the scope of contamination at the farm, grants ongoing access such that DACF staff are able to develop an understanding of the farm, its PFAS contamination, and potential strategies for recovery, and agrees to follow any such recommendations to the greatest extent possible;
- Authorizes DACF to receive information from and share information with other organizations when the information is necessary for DACF to make a decision on an application, including the Maine Department of the Environment (DEP), Maine Center for Disease Control and Prevention (MECDC), USDA Farm Service Agency, Maine Farmland Trust, and Maine Organic Farmers and Gardeners Association;
- Acknowledges that DACF reserves the right to request any additional supporting documentation that is necessary to evaluate the request for assistance;
- Acknowledges that DACF reserves the right to limit the amount of funding for all requests based on available resources;
- Agrees that if payments exceed a commercial farm’s eligible documented expenses, losses, or other outlays, the commercial farm shall reimburse DACF an amount equal to the overpayment.

Date of Application: _____



I certify that the information given in this application is correct and complete to the best of my knowledge. I acknowledge that where funds are granted for a specified purpose, those funds will be utilized solely for the approved activities described in the application.

I acknowledge that payments may represent reportable income for tax purposes.

I certify that I have been granted the authority by _____
(business name) to sign as its representative, and my signature contractually binds the business in this agreement.

Applicant's Signature _____ Date _____

Applicant's Name (printed) _____ Title _____

Applicant's Signature _____ Date _____

Applicant's Name (printed) _____ Title _____

Please complete if someone assisted the applicant in completing this form:

Preparer Name (If not applicant) _____ Preparer's relationship to applicant _____

Permission to discuss application with Preparer: YES NO

Date of Application: _____



Section 2. Administrative Cost Grant

Upon the initial discovery of PFAS, a commercial farm that chooses to work with DACF staff to investigate the extent of contamination and its impact on the farm's products may be eligible for a one-time grant of \$3,522. This grant is intended to partially compensate farms for time spent on activities common to most farms discovering PFAS contamination, such as working with DACF field staff, strategizing initial response steps, communicating with customers, arranging for new sources of feed, researching and applying for technical assistance, and similar actions in response to the new operational circumstances. Administrative Cost Grants are governed by rule 01-001 CMR c. 400 (2024).

Questions about administrative cost grants may be directed to Beth Valentine, PFAS Fund Director, at Beth.Valentine@maine.gov or 207-313-0962.

Required Documentation – Section 2

The following information must be submitted with this Section of the application:

- A. Section 1. Applicant General Information with all specified attachments, including a narrative statement.

Additional Information Requested – Section 2

1. Date of initial meeting with DACF staff: _____
2. Topics discussed:

3. Next steps identified:

4. Other assistance the farm is considering or is applying for:

Date of Application: _____



Section 3. Income Replacement

Commercial farms that have stopped selling some or all products due to PFAS contamination may apply to the DACF for up to a total of 24 months of lost income, adjusted for inflation. Income Replacement is governed by rule 01-001 CMR c. 401 (2024).

Questions about income replacement may be directed to Beth Valentine, PFAS Fund Director, at Beth.Valentine@maine.gov or 207-313-0962.

Eligibility

The baseline eligibility requirements found in the *Eligibility and Instructions* Section of this Master Application must be met. As further defined therein, the farm must be a commercial farm with confirmed PFAS contamination that collaborates with and grants access to the farm for DACF staff. Additionally, the farm must have a demonstrated loss of income due to stopping or reducing sales of farm products at the order, written recommendation, or with the consent of DACF because of PFAS contamination.

Also, farms that (1) have a history of land application of residuals or other reasonable expectation that their farm product(s) contain unsafe levels of PFAS and (2) have pulled their products from the market while test results are pending, may apply for income replacement.

Required Documentation – Section 3

The following information must be attached and submitted with this Section of the application:

- A. Section 1. Applicant General Information with all specified attachments;
- B. A statement, one-page or less, describing how the farm's income has been impacted by PFAS and what steps the farm is exploring to regain/reestablish income.
- C. Complete copy of the applicant's federal income tax return(s) for the year(s) associated with the calculation of gross income as described above;
- D. Profit and loss statements by month for all relevant time periods;
- E. Copy of application(s) for USDA Dairy Indemnity Payment Program (DIPP) payments or other federal assistance programs, if applicable;
- F. Other relevant documentation demonstrating loss of sales and current financial situation;
- G. Documentation by month of all financial payments received, including payments related to PFAS assistance from state, federal, private, and non-profit entities, including by/from USDA, insurance companies, and Maine-based nonprofit organizations.

DACF reserves the right to waive the requirement for certain documents for good cause.

Date of Application: _____



Additional Information Requested – Section 3

Gross Income

There are a few options for calculating the farm’s gross income; a commercial farm may use the option that is most advantageous. DACF can help to determine the best option for you.

DACF will rely primarily on Internal Revenue Service (IRS) Schedule F (Profit or Loss from Farming), Schedule C (Profit or Loss from Business), and/or Schedule E (Supplemental Income and Loss) to determine gross farm income. Gross farm income typically does not include long-term capital gains such as those reported on IRS Form 8949. Gross farm income may include sales of business property reported on IRS Form 4797 when the sale is part of routine farm operations (e.g., sales of dairy cows).

Please choose which option to apply:

- The gross income of the year PFAS was discovered, as documented on a filed federal income tax return;
- The gross income of the year immediately preceding the year PFAS was discovered, as documented on a filed federal income tax return;
- The average of the top three grossing years out of the five years that include the year PFAS was discovered and the four years immediately preceding the year PFAS was discovered, as documented on filed federal income tax returns; or
- The average of the top three grossing years out of the five years immediately preceding the year PFAS was discovered, as documented on filed federal income tax returns.

Please choose from the following:

If this application for Income Replacement is approved, and the commercial farm continues to produce any farm product with the intent that the farm product be sold or otherwise disposed of to generate income, one of the following options may be selected (**options continue on next page**):

- DACF will issue an initial payment of 30 percent of the established baseline income plus the inflationary factor. DACF will issue subsequent payments based on documentation of actual losses; or
- DACF will not make an upfront payment. Instead, the commercial farm will submit documentation of actual losses and DACF will make corresponding payments.
- Where a third-party entity has made income replacement payments to a commercial farm because of PFAS contamination and DACF has an existing reimbursement agreement with that third-party entity, DACF is authorized to reimburse the third-party entity according to the same terms as if the payment was made directly to the commercial farm. The amount of the payment to the third-party entity will be counted toward the commercial farm’s maximum payment.

Date of Application: _____



Application Review and Limitations - Section 3

The PFAS Fund Director will establish an application review panel comprised of DACF staff and at least one external member familiar with agricultural accounting and tax filings. The role of the application review panel is to review applications, verify baseline income calculations, advise DACF on the sufficiency of the supporting documentation, and recommend the schedule of payments for each farm.

DACF reserves the right to consult with external persons with relevant expertise as part of the process.

DACF reserves the right to limit the amount of funding for all requests based on available resources.

Method of Calculating Income Replacement Payments

Baseline Income. DACF will calculate baseline income by subtracting an amount equal to any non-revenue payments received by the farm from the farm’s gross income. For instance, DACF will subtract any “irregular” (or one-time) payments, such as prior state or federal grant awards reported in the farm’s tax filing(s), from the farm’s gross income.

Inflationary Factor. DACF will account for inflation by referencing the Consumer Price Index (CPI-U, CUUR0000SA0) as published by the U.S. Bureau of Labor Statistics. In January of each year, DACF will calculate the average annual CPI-U percentage increase of the prior five most recent years. This average will be the inflationary factor for all income replacement applications processed within that calendar year.

DACF will calculate income replacement payments using the following method:

$$\text{Baseline Income} + (\text{Inflationary Factor} \times \text{Baseline Income}) - \text{Income after PFAS discovery}$$

Payments are limited to actual losses. Income replacement payments will be the sum of baseline income plus the product of baseline income times the inflationary factor, minus current income generated by the farm through the sale of products or services not impacted by PFAS and other income, e.g., DIPP payments, gifts and donations above the federal gift tax exclusion, and income replacement payments made by another entity.

Overpayments. If income replacement payments exceed a commercial farm’s documented losses from the impacts of PFAS, the commercial farm shall reimburse DACF an amount equal to the overpayment.

Maximum Payments. Total income replacement payments for any twelve-month period shall not exceed the total of baseline income plus the product of baseline income times the inflationary factor. An applicant may apply for up to 24 months of income replacement payments. The initial baseline income will be used for any subsequent applications.

Limitations

No farm is eligible for more than 24 months of income replacement payments, calculated as described above. A commercial farm that permanently ceases operation within 12 months of the discovery of PFAS is eligible for the receipt of one year’s lost income. A commercial farm that permanently ceases operation more than 12 months but less than 24 months after the discovery of PFAS is limited to receipt of income corresponding to the timeframe during which it remained in operation.

Date of Application: _____



When has a farm ceased operations?

Elimination of Herd. If a commercial farm produces one primary product from a herd of livestock and then depopulates or deperates and sells the herd because of PFAS contamination, and the farm has not initiated a plan that is satisfactory to DACF to transition to a new form or type of production within 180 days of depopulation or sale, the commercial farm will be deemed to have ceased operations on the date the majority of the herd was depopulated or sold. When determining whether a plan is satisfactory, DACF will consider factors such as whether the farm is working with a business planner or other service provider and the degree of cooperation with DACF staff.

Confirmation in Writing. A commercial farm will be deemed to have ceased operations when the farm confirms in writing that it no longer produces any farm product with the intent that the farm product be sold or otherwise disposed of to generate income presently or in the future.

Not Economically Viable. DACF reserves the right to determine that a farm has ceased operations when analysis conducted by DACF in conjunction with a service provider with a degree or professional experience in business planning indicates that continued operation is not economically viable.

Signature Block – Section 3

I certify that the information given in this Income Replacement application is correct and complete to the best of my knowledge. I acknowledge that payments may represent reportable income for tax purposes.

Applicant's Signature Date

Applicant's Name (printed) Title

Applicant's Signature Date

Applicant's Name (printed) Title

Please complete if someone assisted the applicant to complete this form:

Preparer Name (If not applicant) Preparer's relationship to applicant

Permission to discuss application with Preparer: YES NO

Date of Application: _____



Section 4. Technical Assistance / Professional Services

Commercial farms that have DACF-confirmed unsafe levels of PFAS may apply to DACF for no-cost technical assistance to help guide their response to the discovery of PFAS and/or to implement mitigation strategies. Eligible producers may work with service providers to obtain expert advice, estimates, drawings, plans, research, and technical or professional assistance related to modifying their operations in response to PFAS contamination. Service providers may be marketing consultants, accounting firms, farm and/or business support organizations, engineering firms, law firms, and other organizations that DACF determines may provide valuable services that support sustained farm viability. Technical Assistance is governed by rule 01-001 CMR c. 402 (2024).

Questions about no-cost technical assistance may be directed to Beth Valentine, PFAS Fund Director, at Beth.Valentine@maine.gov or 207-313-0962.

Required Documentation – Section 4

The following information must be submitted with this Section of the application:

2. Section 1. Applicant General Information with all specified attachments.
3. An estimate, invoice, or receipt from a service provider describing the scope of work, estimated timeline, and total cost;
4. If requesting a direct reimbursement, provide Proof of Payment; and,
5. Any additional supporting documentation requested by DACF that DACF determines is necessary to review the request for assistance.

Additional Information Requested – Section 4

1. Describe the impacts PFAS contamination has had on the farm as it relates to the requested technical assistance/professional services:

Date of Application: _____



2. Describe the problem technical/professional services will address:

3. A detailed description of the product the technical service provider will deliver. For example, a business planner may be asked to produce a comprehensive business plan that describes the farm, including its history, products, operations, and management; market analysis; proposed business ideas and strategies; financial analysis and projections; and an implementation plan. An engineer may be asked to render a plan for a new well or structure. A marketing firm may be asked to produce social media content and photography.

Date of Application: _____



4. Description of next steps anticipated after obtaining the information sought from technical/professional services:

5. Total amount of support requested: \$ _____

6. Estimated start and end dates of service. Indicate whether there are any time constraints (e.g., approval is needed prior to spring planting):

7. Payment Options – please check which one is requested:

- DACF reimburses the applicant for approved project costs
- DACF contracts with and pays applicant’s approved vendors/contractors
- DACF reimburses a nonprofit for payment of approved project costs made on the applicant’s behalf

Date of Application: _____



Application Review – Section 4

Evaluation criteria may include but not be limited to the degree to which the farm has been negatively impacted by PFAS, likelihood of success, return on investment, total cost, timing, alternative options, level of risk, producer’s demonstrated lack of available financial capacity, number of other requests for DACF support by the applicant and by other producers, and the farm’s capacity and commitment to continue farming on the impacted property.

Evaluation criteria will also include an assessment by DACF of whether a given service provider is appropriately qualified to provide the particular type of technical assistance being sought.

DACF reserves the right to limit the amount of funding for all requests based on available resources and the evaluation criteria listed above.

Applications for technical assistance and professional services will be reviewed by DACF’s PFAS Fund Director. The Director may request input from members of the DACF PFAS Response Program, including Agricultural PFAS Specialists (APS) and specialized consultants acting on the Program’s behalf and that have worked with the farm and have knowledge of the applicant’s operations. DACF will rely on all available information about the farm to assess the request. DACF reserves the right to request any additional supporting documentation that is necessary to evaluate the request for assistance. Decision-making authority rests with the PFAS Fund Director

Payment Restrictions

DACF may pay for technical assistance costs directly related to a commercial farm’s response to PFAS contamination. DACF will not pay for a commercial farm’s technical assistance costs that are associated with routine operations that are unrelated to PFAS response.

(Section 4 Signature Block on Next Page)

Date of Application: _____



Signature Block – Section 4

I certify that the information given in this Technical Assistance / Professional Services application is correct and complete to the best of my knowledge.

I acknowledge that payments may represent reportable income for tax purposes.

Applicant's Signature _____ Date _____

Applicant's Name (printed) _____ Title _____

Applicant's Signature _____ Date _____

Applicant's Name (printed) _____ Title _____

Please complete if someone assisted the applicant to complete this form:

Preparer Name (If not applicant) _____ Preparer's relationship to applicant _____

Permission to discuss application with Preparer: YES NO

Date of Application: _____



Section 5. Clean Feed Assistance

DACF can provide clean feed financial support if it determines, based on available farm data, that clean feed is necessary for the health and welfare of livestock and/or to achieve depuration goals in the absence of available clean feed from the farm. Clean feed includes organic and conventional feedstock.

Questions about clean feed assistance may be directed to Meagan Hennessey, PFAS Response Director, at Meagan.Hennessey@maine.gov or 207-592-3795.

Required Documentation – Section 5

The following information must be submitted with this Section of the application:

- A. Section 1. Applicant General Information with all specified attachments
- B. An estimate, invoice, or receipt from a product provider describing product, source, and amount
- C. Updated Herd List, including number of pregnancies
- D. Current inventory of feed available at the farm, including sources
- E. If requesting a direct reimbursement, provide proof of payment
- F. PFAS test results from clean feed product provider, if available
- G. Any additional supporting documentation requested by DACF that DACF determines is necessary to review the request for feed.

Additional Information Requested – Section 5

Please provide the following information

1. Feed type and volume of feed needed:

2. Estimate of how long this purchase of feed will provide for your herd:

3. Total amount of support requested: \$ _____

Date of Application: _____



4. What are your plans for producing/sourcing clean feed in the future without DACF support?

5. Has the clean feed provider conducted PFAS testing on its feed and/or soil? YES NO

6. Payment Options - Please check which one is requested:

- DACF reimburses the applicant for approved project costs
- DACF contracts with and pays applicant's approved vendors/contractors
- DACF reimburses a nonprofit for payment of approved project costs made on the applicant's behalf

Application Review – Section 5

Payment is subject to factors including herd size, contamination level, projected depuration timeframe, volume of feed needed over what time period, price (including transport and delivery), ability of farm to raise clean feed in the future, and PFAS-free status of replacement feed.

DACF will consider the total cost and whether the clean feed is essential to the viability of the farm. This could include the likelihood of success or return on investment and other relevant factors.

Other criteria for consideration include: total cost, timing, alternative options, level of risk, producer's demonstrated lack of available financial capacity, number of other requests for DACF support by other producers.

DACF reserves the right to cap the amount of funding for all requests based on available resources and other factors.

Date of Application: _____



Signature Block – Section 5

I certify that the information given in this Clean Feed Assistance application is correct and complete to the best of my knowledge.

I acknowledge that payments may represent reportable income for tax purposes.

Applicant's Signature _____ Date _____

Applicant's Name (printed) _____ Title _____

Applicant's Signature _____ Date _____

Applicant's Name (printed) _____ Title _____

Please complete if someone assisted the applicant to complete this form:

Preparer Name (If not applicant) _____ Preparer's relationship to applicant _____

Permission to discuss application with Preparer: YES NO

Date of Application: _____



Section 6. Equipment and Input Costs

A farm proposing to convert its operations to accommodate new products and production methods can apply for funding for equipment and related input costs for the successful harvesting, handling, processing, or packaging of the resulting product.

Questions about equipment and input costs may be directed to Meagan Hennessey, PFAS Response Director, at Meagan.Hennessey@maine.gov or 207-592-3795.

Required Documentation – Section 6

The following information must be submitted with this Section of the application:

- A. Section 1. Applicant General Information with all specified attachments
- B. Narrative – Equipment Focus. A statement, one page or less, describing and explaining:
 1. The impacts PFAS contamination has had on the farm as it relates to the need for new equipment and/or input costs;
 2. The proposed equipment and how it will address the impacts stated above;
 3. A justification of equipment chosen (including the product type or model chosen); and,
 4. The anticipated result/outcome achieved by receiving this assistance from DACF.
- C. An estimate, invoice, or receipt from an equipment provider describing the equipment and related input costs, and amount, including any taxes or transportation fees
- D. If requesting a direct reimbursement, provide proof of payment
- E. Supporting documentation, such as:
 1. Equipment information, model, specifications, drawings or similar; and
 2. Cost quotes or estimates with relevant details and equipment and input cost details from at least two separate vendors.
- F. Any additional supporting documentation requested by DACF that DACF determines is necessary to review the request for feed.

Additional Information Requested – Section 6

1. TOTAL AMOUNT OF SUPPORT REQUESTED FOR SECTION 6 COSTS: \$ _____
2. **Payment Options** – Please check which one is requested:
 - DACF reimburses the applicant for approved project costs
 - DACF contracts with and pays applicant’s approved vendors/contractors
 - DACF reimburses a nonprofit for payment of approved project costs made on the applicant’s behalf

Date of Application: _____



Section 7. Infrastructure

Commercial farms that have DACF-confirmed unsafe levels of PFAS may apply to DACF for grant funding for infrastructure projects that will help the commercial farm transition to new production methods or new types of production. Infrastructure grants are governed by rule 01-001 CMR c. 403 (2024).

Questions about infrastructure projects valued up to \$150,000 may be directed to Meagan Hennessey, PFAS Response Director, at Meagan.Hennessey@maine.gov or 207-592-3795. Questions about infrastructure projects valued above \$150,000 may be directed to Beth Valentine, PFAS Fund Director, at Beth.Valentine@maine.gov or 207-313-0962.

Required Documentation – Section 7

The following information must be submitted with this Section of the application:

- A. Section 1 - General Information and all specified attachments
- B. Project Narrative. A statement, one page or less, describing and explaining:
 - The proposed infrastructure.
 - Description of the impacts PFAS contamination has had on the farm, specific to infrastructure needs.
 - A description of the problem the infrastructure seeks to address (justification)
 - The anticipated result/outcome achieved.
- C. If requesting a direct reimbursement, provide proof of payment
- D. Supporting documentation, such as:
 - A business plan that illustrates how the planned infrastructure will contribute to the farm's long-term viability (business plans are advisable for all applicants and are required for all requests above \$150,000);
 - Building plans and/or engineering drawings; and
 - Cost quotes or estimates with relevant details and contractor details, including a Statement of Qualifications, from at least two separate contractors
- E. Any additional supporting documentation requested by DACF that DACF determines is necessary to review the request for assistance.

Additional Information Requested – Section 7

1. Total amount of support requested in Section 7: \$ _____
2. Payment Preference – please check which one is requested (**continues on next page**):
 - DACF reimburses the applicant for approved project costs
 - DACF contracts with and pays applicant's approved vendors/contractors

Date of Application: _____



- DACF reimburses a nonprofit for payment of approved project costs made on the applicant's behalf

Terms and Conditions of Infrastructure Investment Grant

By applying for an infrastructure investment grant, the applicant agrees to the following conditions:

- The grantee will continue to ensure that the infrastructure purchased is maintained in a safe condition and in good repair.
- DACF has the sole discretion to determine if expenditures are reasonable and prudent, and whether the grantee has complied with these terms and conditions and all applicable laws, rules, and regulations.
- The State shall have no responsibility for the use, maintenance, or fitness of the infrastructure.
- The grantee agrees not to assign, transfer, lease or encumber its rights or obligations under the agreement without DACF's prior written consent. The grantee shall indemnify, defend, save and hold the State and its employees harmless from and against any claims, losses, liabilities, costs, expenses, damages, or other obligations of any nature in any way arising out of the use, operation, maintenance, or repair of the infrastructure.
- The grantee must retain ownership and use the infrastructure for a period consistent with the relevant recovery period for standard farming assets as depicted in Internal Revenue Service (IRS) Publication 225 (Farmer's Tax Guide), Table 7-1, Farm Property Recovery Periods¹; or the grantee must notify DACF in writing within 30 days of any sale, trade, destruction, or abandonment of infrastructure purchased under the infrastructure investment grant program if such sale, trade, destruction, or abandonment occurs within the relevant recovery period for standard farming assets as depicted in IRS Publication 225 (Farmer's Tax Guide), Table 7-1, Farm Property Recovery Periods¹.
- If the infrastructure is sold, traded, abandoned, or destroyed within the relevant recovery period noted above, DACF may seek reimbursement from the grantee for the remaining value of the infrastructure as calculated using generally accepted accounting principles. In deciding whether to seek reimbursement, DACF will consider whether the events leading to the sale, trade, abandonment, or destruction were within the grantee's control and will not penalize grantees for forces beyond their control.
- The State may inspect any facilities or infrastructure funded through an infrastructure investment grant at any time within the relevant recovery period.
- All grantees will purchase and maintain insurance to cover the value of the infrastructure from loss during the relevant recovery period.

¹ Department of the Treasury, Internal Revenue Service. *Farmer's Tax Guide for use in preparing 2023 Returns*. Publication 225, Cat. No. 11049L. 10 October 2023. This resource is accessible at <https://www.irs.gov/pub/irs-pdf/p225.pdf>.

Date of Application: _____



Payment Restrictions

DACF may pay for infrastructure costs directly related to a commercial farm’s response to PFAS contamination. DACF will not pay for a commercial farm’s infrastructure costs that are associated with routine operations that are unrelated to PFAS response.

Application Review – Section 7

Evaluation criteria, regardless of cost, may include but not be limited to the degree to which the farm has been negatively impacted by PFAS, likelihood of success, return on investment, total cost, timing, alternative options, level of risk, producer’s demonstrated lack of available financial capacity, number of other requests for DACF support by the applicant and by other producers, and the farm’s capacity and commitment to continue farming on the impacted property. Additionally, DACF will consider all available information it has compiled on the farm to assess the request. DACF reserves the right to request any additional supporting documentation that is necessary to evaluate the request for assistance.

Applications for projects valued up to \$150,000 will be reviewed by the PFAS Response Director. The PFAS Response Director may request staff input based on staff’s knowledge of the applicant’s operations. Decision-making authority for projects valued up to \$150,000 rests with the PFAS Response Director.

Applications for projects valued above \$150,000 will be reviewed by an ad-hoc application review panel that will be established by the DACF Commissioner and, at a minimum, will be composed of DACF PFAS Response staff, and a case-specific expert based on the scope or type of project. (e.g., dairy, water, finance). The role of the application review panel is to advise DACF on the merits of proposals. Decision-making authority for projects valued above \$150,000 rests with the PFAS Fund Director.

DACF reserves the right to limit the amount of funding for all requests based on available resources and the evaluation criteria listed above.

(Signature Block for Section 7 on next page)

Date of Application: _____



Signature Block – Section 7

Agreement to Terms and Conditions of Infrastructure Investment Grant

By submitting this application for an Infrastructure Grant, the undersigned agrees to these Terms and Conditions. I certify that the information given in this Infrastructure application is correct and complete to the best of my knowledge. I acknowledge that payments may represent reportable income for tax purposes.

Applicant's Signature _____ Date _____

Applicant's Name (printed) _____ Title _____

Applicant's Signature _____ Date _____

Applicant's Name (printed) _____ Title _____

Please complete if someone assisted the applicant to complete this form:

Preparer Name (If not applicant) _____ Preparer's relationship to applicant _____

Permission to discuss application with Preparer: YES NO

Date of Application: _____



Section 8. Debt Service on Existing Loans

Farms may have made recent structural investments or taken on equipment loans that, absent PFAS, would likely have enhanced operations and/or increased sales. Examples may include but not be limited to a new high-tunnel, greenhouse, farm store, milking parlor, or barn. Although DACF offers Income Replacement payments, if the anticipated return on investment had not yet been realized when PFAS were discovered, the farm is likely to have difficulty making timely and/or full payments on these notes regardless of receiving Income Replacement assistance.

DACF can review farm finances and other information and, depending on the circumstances, may pay notes directly related to farm infrastructure built and/or installed generally within two to five years prior to the discovery of PFAS contamination.

Questions about debt service on existing loans may be directed to Meagan Hennessey, PFAS Response Director, at Meagan.Hennessey@maine.gov or 207-592-3795.

Required Documentation – Section 8

The following information must be submitted with this Section of the application:

1. Section 1. Applicant General Information with all specified attachments
2. A narrative, one-page or less, which includes the following information:
 1. Date the loan was acquired and for what purpose,
 2. The amount initially borrowed and the outstanding principal balance, and
 3. An explanation of how the discovery of PFAS has impacted the original plan for this investment
3. If requesting a direct reimbursement, provide Proof of Payment
4. Supporting documentation, such as:
 1. The debt agreement, including date incurred and terms; and
 2. Invoice(s) or receipt(s) from the debt service provider from the relevant timeframe including payment date and amount

DACF reserves the right to cap financial assistance at \$50,000 in this category. DACF reserves the right to cap the amount of funding for all requests based on available resources and other factors.

Additional Information Requested – Section 8

A. Payment Options – please check which one is requested:

- DACF reimburses the applicant for approved project costs
- DACF contracts with and pays applicant's approved vendors/contractors
- DACF reimburses a nonprofit for payment of approved project costs made on the applicant's behalf

Date of Application: _____



Section 9. New Loan Assistance

Commercial farms that have DACF-confirmed unsafe levels of PFAS may apply to DACF for assistance covering the cost of obtaining a guaranteed loan, commercial loan insurance, or environmental site assessments required by a lending institution for new loans when a new loan is necessitated by the discovery of PFAS contamination on the commercial farm and the new loan is related to the farm business. New Loan Assistance is governed by rule 01-001 CMR c. 404 (2024).

Questions about new loan assistance may be directed to Beth Valentine, PFAS Fund Director, at Beth.Valentine@maine.gov or 207-313-0962.

Required Documentation – Section 9:

The following information must be submitted with this Section of the application:

1. Section 1. General Information and all specified attachments
2. A narrative, one-page or less, which includes the following information:
 1. The purpose and amount of the loan being sought,
 2. How the need for the loan relates to the presence of PFAS on your property,
 3. The name of the lending institution,
 4. The particular support you are seeking, e.g., fees to cover the cost of commercial loan insurance, and
 5. Total amount of support requested.
3. Supporting documentation, such as:
 1. A completed loan application,
 2. A statement from a lender identifying fees, and/or
 3. A statement from a commercial lender advising the applicant that a Phase I and/or Phase II environmental site assessment (ESA) is required before the lender will act on the applicant's loan application.
4. Any additional supporting documentation requested by DACF that DACF determines is necessary to review the request for assistance.

Application Review and Payment Restrictions – Section 9

DACF will not pay for costs associated with the investigation of contaminants other than PFAS. DACF may pay for the cost of a Phase I Environmental Site Assessment when a lender needs the study to make a lending decision. DACF may pay for a Phase II Environmental Site Assessment when the PFAS soil and groundwater samples collected by the State are insufficient for the lender's purposes.

DACF payments to a lender or insurance company shall be in accordance with that entity's published fees.

Date of Application: _____



Where a third-party entity has paid a fee on behalf of a PFAS-impacted farm and DACF has an existing reimbursement agreement with that third-party entity, DACF is authorized to reimburse the third-party entity according to the same terms described herein.

New Loan Assistance Application Review

Evaluation criteria may include but not be limited to the degree to which the farm has been negatively impacted by PFAS, likelihood of success, return on investment, total cost, timing, alternative options, level of risk, producer’s demonstrated lack of available financial capacity, number of other requests for DACF support by the applicant and by other producers, and the farm’s capacity and commitment to continue farming on the impacted property.

Applications will be reviewed by DACF’s PFAS Fund Director. The PFAS Fund Director may request staff input based on the staff’s knowledge of the applicant’s operations. DACF will rely on all available information it has compiled on the farm to assess the request. DACF reserves the right to request any additional supporting documentation that is necessary to evaluate the request for assistance. Decision-making authority rests with the PFAS Fund Director.

DACF reserves the right to limit the amount of funding for all requests based on available resources and the evaluation criteria listed above.

Signature Block – Section 9

I certify that the information given in this New Loan Assistance application is correct and complete to the best of my knowledge. I acknowledge that payments may represent reportable income for tax purposes.

Applicant’s Signature _____ Date _____

Applicant’s Name (printed) _____ Title _____

Applicant’s Signature _____ Date _____

Applicant’s Name (printed) _____ Title _____

Please complete if someone assisted the applicant to complete this form:

Preparer Name (If not applicant) _____ Preparer’s relationship to applicant _____

Permission to discuss application with Preparer: YES NO

Date of Application: _____



Appendix A: Vendor Form
(all applicants must complete this section)

NOTE: THIS DOCUMENT MUST BE PRINTED AND PHYSICALLY SIGNED. DIGITAL SIGNATURES ARE NOT PERMITTED FOR THE VENDOR FORM AT THIS TIME.

STATE OF MAINE
NEW VENDOR & VENDOR UPDATE FORM
INSTRUCTIONS

1. TYPE OF REQUEST

- a. Is it **NEW**?
- b. Adding location? (a sub/child entry to another existing.)
- c. **CHANGES** to existing? Checkmark a type.

2. FEDERAL TAXPAYER ID NUMBER

❖ **NOTE: Provide only ONE or the other do NOT give us both. If one is not provided the form is NOT processed.**

- Your social security number if you are an individual and being paid as such.
- OR**
- Your EIN if you're a company and being paid as such.

NOTE: follow ACROSS the paper – do not cross over between the types.

3. SOCIAL SECURITY NUMBER

- a. TIN TYPE - Social Security Number – if you gave SSN above.
- b. ORGANIZATION TYPE – Individual
- c. CLASSIFICATION – choose one (individual/sole prop/st employee/estate/non-res alien)

4. EMPLOYER ID NUMBER

- a. TIN TYPE- if you gave EIN above.
- b. ORGANIZATION TYPE – Company
- c. CLASSIFICATION – choose one (corporation/partnership/trust/estate/other non-prof org/other gov't/fed gov't/st gov't/other/foreign)

5. LEGAL NAME

- a. **LEGAL NAME:** Person's first & last name if an SSN is provided above. **OR** Company's name if an EIN is provided above.
- b. **ALIAS/DBA:** alias or also known as **OR** the DBA = doing business as is entered here.

6. OTHER INFO (add in addition to TIN - NOT instead of)

- a. Vendor Code a number that was assigned by the State of Maine's accounting system Advantage. Usually a VC or VS number. **(if known)**
- b. Account/Client/Provider Number may have been assigned by DHHS/LABOR or an NPI. **(if known)**

7. PAYMENT ADDRESS

- a. Address = Street **OR** post office box address (**NOT both**)
- b. C/O = Care Of or attention to (**ATTN**) goes in this space.
- c. City, State, & Zip
- d. Phone = the phone number of the legal name above.

❖ My **BILLING** and/or Admin Address is the same. (Advantage has 4 types of addresses: Payment/Procurement/Billing/Administrator)

8. CONTACT

- a. Contact name for above address that we can contact in reference to payments.
- b. Contact phone number & extension for above address.
- c. Contact's Email for above address.
- d. Email notification of Direct Deposit/EFT (requires Direct Deposit/EFT form to be completed.)

9. PHYSICAL / PROCUREMENT ADDRESS ~ follow#7's a–d above in reference to contracts.

10. CONTACT ~ follow#8's a–d above in reference to contracts.

❖ **NOTE: addresses may be different between payment & procurement/physical**

11. AUTHORIZED SIGNATURE, TITLE & DATE

a person authorized to make changes for individual (self if form is for self) or company.

The image shows a sample of the State of Maine Substitute W-9 & Vendor Authorization Form. Red circles and numbers 1 through 11 are overlaid on the form to indicate key areas and instructions.

- 1: TYPE OF REQUEST (New Request, New Location/Additional Entry, Change)
- 2: TAXPAYER ID NUMBER (TIN) (Provide ONE only)
- 3: TIN Type (Social Security No., Employer ID No.), Organization Type (Individual, State Employee, Corporation, Partnership, Other Gov't), Classification (Individual, Sole Proprietorship, Estate, Nonresident Alien)
- 4: EMPLOYER ID NUMBER
- 5: LEGAL NAME (Must provide: Legal name, tied with IRS tied to the ID number, SSN=first & last name; EIN=business name)
- 6: OTHER INFO (Vendor/Client/Provider Number)
- 7: PAYMENT ADDRESS (Address, City/State/Zip, Phone)
- 8: CONTACT (Name, Phone, Ext, Email)
- 9: PHYSICAL / PROCUREMENT ADDRESS (Address, City/State/Zip, Phone)
- 10: CONTACT (Name, Phone, Ext, Email)
- 11: AUTHORIZED SIGNATURE, TITLE & DATE

 The form also includes an 'ATTENTION' box with instructions and an 'OFFICE USE ONLY' section at the bottom.

State of Maine Substitute W-9 & Vendor Authorization Form

RETURN TO:
by mail
the agency who
requested the form
or sent it to you, or
the agency you're
doing business with.
(ie.. DHHS/Labor/
DEP/Education/etc)

PURPOSE: To establish or update an account with the State of Maine's accounting system.
Complete this form if: 1) You will receive payment from the State of Maine, and/or 2) You are a vendor who provides services or goods to the State of Maine.

This form replaces the IRS W-9 form per the IRS W-9 language: "If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9."

FILL OUT FORM COMPLETELY - ALL AREAS WITH * ARE REQUIRED - ONLY ONE NAME & TIN PER A FORM

TYPE OF REQUEST* (Must select one.)

<input type="checkbox"/> New Request	<input type="checkbox"/> New Location/Additional Entry	<input type="checkbox"/> Change	<input type="checkbox"/> Legal Name	<input type="checkbox"/> Phone #	<input type="checkbox"/> Contact Info	<input type="checkbox"/> Payment Address
			<input type="checkbox"/> DBA Name	<input type="checkbox"/> Care Of	<input type="checkbox"/> Email Only	<input type="checkbox"/> Ordering Address

TAXPAYER ID NUMBER* (TIN) (Provide ONE only)

Social Security # (person) or a Federal Employer ID # (business) TIN

TIN Type * choose ONE	Organization Type *	Classification * choose ONE	<input type="checkbox"/> Nonresident Alien	<input type="checkbox"/> Estate
<input type="radio"/> Social Security No. ➡	<input type="radio"/> Individual ➡	<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietorship	
<input type="radio"/> Employer ID No. ➡	<input type="radio"/> Company ➡	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust
		<input type="checkbox"/> Other Gov't	<input type="checkbox"/> Federal Gov't	<input type="checkbox"/> State Gov't
			<input type="checkbox"/> Estate	<input type="checkbox"/> Other Non-Profit Org
			<input type="checkbox"/> Other	<input type="checkbox"/> Foreign (W8 required)

LEGAL NAME (Must provide: Legal name filed with IRS tied to the ID number, SSN=first & last name/FEIN=business name)

Legal Name* Alias/DBA

Other Info

Vendor Customer Number (if known) VC#/VS# Account/Client/Provider Number (if known)

Payment Address*

My Billing Address Admin. Address is the same.

Address C/O

City/State/Zip Phone

Contact*

Name Phone Ext

Email Send me Email notifications of DD/EFT (requires Direct Deposit/EFT form to be completed)

Procurement/Physical Address*

My Billing Address Admin. Address is the same.

Address C/O

City/State/Zip Phone

Contact*

Name Phone Ext

Email

Authorized Signature, Title & Current Date*

Under penalties of perjury, I certify that: 1) The number shown on this form is my correct taxpayer identification number, and 2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3) I am a U. S. citizen or other U. S. person (defined by the IRS). Ref: www.irs.gov

OFFICE USE ONLY State Agency & SHS #	Information on State Agency Submitting Vendor Form Agency Contact Person Name & Title	OFFICE USE ONLY Contact's Phone #

Date of Application: _____



Appendix B: Current Maine PFAS Screening Levels for PFAS

(see attachment for current Maine PFAS Screening Levels)

MAINE PFAS SCREENING LEVELS

December 2023

Soil Remedial Action Guidelines ¹ (mg/kg dry weight)						
Compound	Leaching to Groundwater	Residential	Commercial Worker	Park User	Recreator Sediment	Construction Worker
PFBS	0.11	26	340	74	85	230
PFBA	0.36	110	1,600	300	350	2,000
PFHxS	0.00047	1.7	22	4.9	5.7	5.1
PFHxA	0.13	43	560	120	140	130
PFNA	0.0046	0.26	3.4	0.74	0.85	0.77
PFOS	0.001	0.17	2.2	0.49	0.57	0.51
PFOA	0.017	0.26	3.4	0.74	0.85	0.77

Soil Beneficial Use ² (ng/g dry weight)	
Compound	Beneficial Use
PFBS	1,900
PFOS	5.2
PFOA	2.5

Interim Drinking Water Standard ³ (ng/l or ppt)	
Compound	Residential
PFOS + PFOA + PFHpA + PFNA + PFHxS + PFDA	20

Fish Tissue Action Level (ng/g wet weight)	
Compound	Action Level
PFOS	3.5

Milk ⁴ (ng/l or ppt)	
Compound	Action Level
PFOS	210

Beef ⁵ (ng/g)	
Compound	Action Level
PFOS	3.4

Dairy ⁶ - PFOS Crop-Specific Soil Screening Levels (ng/g dry weight)			
	Soil to Hay to Milk Screening Level	Soil to Corn-Silage to Milk Screening Level	Soil to Hay and Corn-Silage to Milk Screening Level
Grass-Based Farm	6.8	120.0	6.4
Average Maine Farm	13.8	54.8	11.0

Helpful Conversions: 0.000001 ppm = 0.001 ppb = 1 ppt

Parts Per Million (ppm)	Parts Per Billion (ppb)	Parts Per Trillion (ppt)
1 milligram/kilogram (mg/kg) = 1 ppm	1 microgram/kilogram (µg/kg) = 1 ppb	1 nanogram/kilogram (ng/kg) = 1 ppt
1 milligram/liter (mg/l) = 1 ppm	1 microgram/liter (µg/l) = 1 ppb	1 nanogram/liter (ng/l) = 1 ppt
1 microgram/gram (µg/g) = 1 ppm	1 nanogram/gram (ng/g) = 1 ppb	1 picogram/gram (pg/g) = 1 ppt

¹ Maine Department of Environmental Protection (Maine DEP), [Maine Remedial Action Guidelines \(RAGs\) for Contaminated Sites](#), effective November 15, 2023.

² Maine DEP, [Maine Solid Waste Management Rules: Beneficial Use of Solid Wastes, 06-096 C.M.R. ch. 418](#), Appendix A, last amended July 8, 2018.

³ Resolve 2021, ch. 82, [Resolve, To Protect Consumers of Public Drinking Water by Establishing Maximum Contaminant Levels for Certain Substances and Contaminants](#), Emergency, effective June 21, 2021.

⁴ Maine Center for Disease Control and Prevention (CDC), [Action levels for PFOS in cow's milk](#), Memorandum to Rachael Fiske, Maine Department of Agriculture, Conservation and Forestry (DACF), from Andrew Smith, SM, ScD and Thomas Simones, PhD, Maine CDC, March 28, 2017.

⁵ Maine CDC, [Action levels for PFOS in beef for use in determining whether beef at a farm is adulterated](#), Memorandum to Nancy McBrady, Maine DACF, from Andrew Smith, SM, ScD and Thomas Simones, PhD, Maine CDC, August 4, 2020.

⁶ Maine CDC, [Derivation of PFOS soil screening levels for a soil-to-fodder-to-cow's milk agronomic pathway](#), September 16, 2020.



Date of Application: _____



Appendix C: Right to Appeal

If an application is denied in whole or in part, DACF will send the applicant a written notice of its decision. Such notice will include an explanation of why the application was denied.

Upon receipt of such notice, an unsuccessful applicant may appeal to DACF. The appeal must be in writing, signed by the applicant, and received by DACF within 45 days of receipt of the denial notice.

Within 90 days of the receipt of a written request for appeal, DACF will either grant the appeal or schedule a hearing.

Appeal hearings will be held before a DACF hearing officer who has been designated by the Commissioner of the DACF. The hearing officer will make a recommended decision. Final decisions on the appeal will be made by the Commissioner after a review of the record.

Appeal hearings will be held in accordance with the adjudicatory proceedings provisions of the Maine Administrative Procedures Act, 5 M.R.S.A. §§ 9051-64.

Final decisions will be in writing and contain notice of a right to petition the Superior Court for judicial review.