

BUSINESS RESOURCE GUIDE



Office of Business Development, 59 State House Station, Augusta, ME 04333
Phone: (207) 624-9804 TTY: (207) 287-2656 Fax: (207) 287-5701
www.econdevmaine.com – E-mail: **biz.growth@maine.gov**

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Introduction

The mission of Maine's Office of Business Development is simple: to encourage business growth and retention in Maine. Whether it is to answer questions about licensing requirements or to put together a comprehensive site location and business resource package, our staff is prepared to help.

That is why Maine's Office of Business Development created this guide – to help business people understand the plethora of resources available. While this guide is comprehensive, business people should also be aware that additional programs, both private and public, are created periodically. Therefore, we recommend you contact your local business development specialist for up-to-date information; please refer to the contact information at the bottom of this page.

The information in this guide is provided in three major categories:

Primary Programs gives specifics about the most frequently used programs, including eligibility criteria, a program summary, an example of how a business has used the program, and contact information for anyone who would like more details.

Program Summaries provides charts that summarize the key components of each program in a particular category. This way all the programs in a particular category (for example “training”) can be reviewed at a glance.

Business Services lists public or quasi-public organizations that offer business services to companies rather than or in addition to programs.

The **Business Organizations** section provides contact information for Maine's various industry and other statewide economic development organizations.

For more information about any business or economic development related topics, or if the Maine Office of Business Development can help you in any way, please contact:

DECD
Office of Business Development
59 State House Station
111 Sewall Street, 3rd Floor, Burton M. Cross Building
Augusta, ME 04333-0059
Phone: 207-624-9804
Fax: 207-287-5701
Website: www.mainebiz.org

Pine Tree Development Zones

Eligible Businesses: Eligible businesses include firms engaged in manufacturing, financial services, and any of the state’s seven targeted technology sectors: biotechnology, aquaculture and marine technology, composite materials technology, environmental technology, advanced technologies for forestry and agriculture, information technology and precision manufacturing technology.

Program Summary: Pine Tree Development Zone (PTDZ) legislation was introduced by Governor John Baldacci in early 2003 and enacted by a two-thirds majority vote of the Maine Legislature later that year. It was amended in June 2005. The initiative supports new “qualified business activity” in Maine by offering manufacturers, financial service businesses and targeted technology companies the chance to greatly reduce, or in some cases, virtually eliminate state taxes for a period of time that may be up to ten years.

Benefits Highlighted: In addition to existing incentive programs, the State will offer to qualified new and expanding businesses:

- Corporate Income Tax Credit (100%, Years 1-5; 50%, Years 6-10);
- Insurance Premiums Tax Credit (100%, Years 1-5; 50%, Years 6-10);
- Employee Income Tax Reimbursement (80%, Years 1-10);
- Sales and Use Tax (100% *Personal* Property Exemption, Years 1-10);
- Sales and Use Tax (100% *Real* Property Reimbursement, Years 1-10);
- Property Tax Reimbursement (up to 100% and up to 30 years); and
- PTDZ qualified new and expanding businesses have access to reduced electricity rates.

All Pine Tree Development Zone benefits can be “layered” over other available benefits. For example, Aroostook County is home to a federally designated Rural Empowerment Zone, entitling companies to federal tax credits up to \$3,000 per employee. The federal tax credits can be taken in addition to the State tax credits for businesses located both in the Empowerment Zone and the Pine Tree Zone.

Designation of Zones: In the Fall of 2004 eight zones were designated – Aroostook County, Androscoggin Valley, Downeast, Kennebec Valley, Midcoast, Penobscot Valley, PenQuis and Southern Maine – resulting in more than 30,000 acres in over 100 municipalities available for PTDZ tax benefits. (For additional program information, including map and list of parcels, see http://www.mainebiz.org/business_assistance/pine_tree_zones.asp)

Contact: Department of Economic & Community Development
59 State House Station
Augusta, Maine 04333-0059
Phone: 207-624-9800
Fax: 207-287-8461

Business Equipment Tax Reimbursement

Eligible Businesses:

Any business that pays local property taxes on qualified business property (excluding public utilities, radio paging services, mobile communications, cable television, satellite-based direct television broadcast, multi-channel, and multi-point television distribution services, certain energy facilities, most natural gas pipelines, and property used to produce or transmit energy primarily for sale).

Program Summary:

The Business Equipment Tax Reimbursement (BETR) program reimburses, for up to 12 years (less any number of years for which a High-Technology Investment Tax Credit was claimed), 90% of all local property taxes paid on eligible business property. The filing period for BETR is August 1 to December 31 for tax payments made in the previous calendar year, starting with eligible personal property tax payments made in calendar year 2002. Reimbursements will be issued within 90 days of receipt of properly completed claims.

Law defines the definition of eligible business property, but generally it means personal property first placed in service in Maine after April 1, 1995. Eligible property includes certain property affixed or attached to a building or other real estate if it is used to further a particular trade or business on that site and so may include property, which would be classified as real property for other purposes. Office furniture, lamps and lighting fixtures purchased after April 1, 1996 are not eligible for reimbursement and are excluded from the program. Vehicles on which excise tax has been paid are also ineligible for reimbursement. *(This credit cannot be taken in tandem with the High Technology Tax Credit.)*

Business Example:

Cote's Cookie Company purchased a \$100,000 dough-mixing machine on July 7, 2004. When the town assessed the new machinery on April 1, 2005, they valued the property at \$95,000. Based on the town's mil rate of 15, the company paid an equipment property tax of \$1,425 on September 1, 2005 for the eligible equipment. The company then filed an application with Maine Revenue Service for reimbursement of the equipment property tax. The company received a 90% reimbursement of \$1,282.50, which it paid in equipment property tax.

Contact:

Maine Revenue Services
24 State House Station
Augusta, Maine 04333-0024
Phone: 207-626-8460
Fax: 207-624-9694
www.maine.gov/revenue/

Community Development Block Grant (CDBG) Economic Development Program

Eligible Businesses: Businesses that require GAP financing, which is critical to their development or expansion and will lead to the creation or retention of jobs for persons of low to moderate income.

Program Summary: The Economic Development Program provides gap funding for communities to assist businesses in the creation/retention of quality jobs for low and moderate-income persons. The maximum cost per job created/retained with EDP funds is \$20,000 and \$30,000 in a Designated Pine Tree Development Zone. Program activity groups include:

Category 1 Business Assistance Grant (BA)

Activity Group 1 - Non-Municipal Owned

1. Rehabilitation of commercial or industrial buildings, structures, capital equipment and real property improvements. **Maximum grant award: \$400,000.**
2. Non-capital equipment and operating capital. **Maximum grant award: \$200,000.**

Activity Group 2 - Municipal Owned

1. Acquisition, relocation, demolition, clearance, construction, reconstruction, installation and rehabilitation associated with public infrastructure projects such as water and sewer facilities, flood and drainage improvements, publicly-owned commercial and industrial buildings, parking, streets, curbs, gutters, sidewalks, etc. which are necessary to create or retain jobs in the non-retail sector for low and moderate income persons. **Maximum grant award: \$400,000.**
2. Required local match necessary to secure new funds to the State for eligible economic development planning activities. **Maximum grant award: \$50,000.**

Category 2 Development Fund Loan (DF)

These funds are granted to the community and then loaned by the community to the business for acquisition, or installation of commercial, or industrial buildings and site improvements. All DF repayments by assisted business are made to DECD. **DF program funds cannot be used to refinance existing debt. Maximum grant award: \$250,000.**

Contact: Department of Economic & Community Development
59 State House Station
Augusta, Maine 04333-0059
Phone: 207-624-7484
Fax: 207-287-8070

Employment Tax Increment Financing

Eligible Businesses:

The company must be a for-profit (non-retail) Maine business, other than a public utility, that is able to demonstrate its expansion project will not go forward without ETIF. In addition, to be a qualified business, the company must hire a minimum of 5 net new employees within a two year period, and provide those workers with: 1) income derived from employment* that exceeds the per capita income in the county of employment; 2) access to group health insurance; and, 3) access to an ERISA-qualified retirement program.

Program Summary:

For companies expanding in any areas of Maine, ETIF is available to assist in the financing of business investment projects that create at least 5 net new, high-quality jobs. An ETIF-approved business may be reimbursed 30%, 50% or 75% of the state income tax withholdings from the net new payroll for up to ten years. In Pine Tree Development Zones, companies in the manufacturing, financial services or targeted technology sectors, are eligible for an enhanced reimbursement of 80%.

The amount of annual payment is based upon the actual number of qualified employees above the company's base level of employment. The company may not be reimbursed from ETIF for any period of time when employment, income and/or employee benefits fail to meet the minimum qualification criteria. In addition, the ETIF incentive cannot be used concurrently with the Jobs & Investment Tax Credit.

Program Example:

A business is considering creating 9 full-time jobs and investing \$150,000 in a PenQuis Pine Tree Zone. The new jobs will receive \$25,000 per year in earnings and company-paid benefits. All employees will have access to group health insurance and a retirement program. The company is looking at other states, and will base its location decision upon the projected return on investment. Piscataquis County's per capita personal income for the calendar year is \$23,392. All 9 of the new employees are considered "qualified" by virtue of their income and benefits, and the company is eligible to seek reimbursement at the 80% Pine Tree Zone level.

In the example above, assuming the company: pays \$22,000 in annual earnings to each net new employee, has an average state income tax withholding rate of 4.5%, has employment levels and earnings that do not change, and maintains its "qualified business" status, the annual ETIF reimbursement would be \$7,128 [(\$22,000 X 9 employees) X 4.5% X 80%]. Total program reimbursement for the ten-year term would be \$71,280.

Any business that wants to be considered for ETIF must submit a letter, prior to any public announcement of the project expansion, demonstrating that the project will not go forward without ("but for") this financing. Once a "but for" letter is on file and a program application has been successfully submitted and reviewed, the department will issue an approval letter outlining the terms of the financing.

Contact:

Department of Economic & Community Development
59 State House Station
Augusta, Maine 04333-0059
Phone: 207-624-9822
Fax: 207-287-8461

Governor's Training Initiative

Eligible Businesses: Private sector Maine employers who: 1) pay wages equal to 85% or more of the occupational average wage for the given labor market area, and 2) contribute 50% or more of the premium cost of employee health insurance (health insurance requirement exception: small companies with fewer than 25 employees, *and* in business less than three years are exempt).

Preference is given to applications that exhibit:

- Formation of a local project partnership
- Provision of matching funds
- Investment in lifelong learning
- Increase in local training capacity
- Provision of quality employment
- Location in a depressed labor market
- Willingness to hire targeted populations
- Provision of registered apprenticeship

Program Summary: Partial reimbursement for the cost of non-routine training that contributes to workforce expansion, and/or the retooling of current workers for new technologies, processes or markets. Services eligible for reimbursement include assessment, job task analysis, workplace literacy, high performance skills, technical training, higher education, and on-the-job training.

Business Example: An Aroostook County firm needed to retrain 20 maintenance workers for industrial/electrical skill requirements. The regional Community College developed a customized Master Electrician course specific to the company's industrial requirements. The Governor's Training Initiative (GTI) provided the company with partial reimbursement for the cost of upgrading maintenance workers to Licensed Master Electricians.

Contact: Maine Department of Labor
Bureau of Employment Services
55 State House Station
Augusta, ME 04333-0055
Phone: 207-624-6390
Fax: 207-624-6499

Maine Quality Centers

Eligible Businesses: New or expanding firms creating a minimum of eight (8) *new* full-time jobs with benefits in the state of Maine. Consortia of businesses creating a minimum of eight new, full-time jobs are also eligible.

Program Summary: This program provides state-financed education and training in support of job creation, as well as customized recruitment and guaranteed fast-track training designed to employer specifications. This program is offered at *no cost* to the company or trainees, and is delivered by the state's seven community colleges. Training can be for either pre-hire or post-hire trainees.

Business Example: Faced with a scarcity of skilled workers to fill the growing demand, a group of seven metal manufacturers in York County formed a coalition to promote careers in metals manufacturing. By forming a partnership with York County Community College, Biddeford Regional Center of Technology and the Maine Quality Centers, customized training to meet the groups' common need of projected new positions was made available to the coalition. Applications were reviewed and a math and reading assessment was conducted, leading to a group of selected trainees. After successful completion of the 170-hour program, trainees received interviews with at least one of the seven companies participating in the coalition. When training was completed, 123 new jobs had been filled.

Contact: Maine Quality Centers
Center for Career Development
2 Fort Road
South Portland, ME 04106
Phone: 207-767-5210 ext. 4107; 1-800-491-3121
Fax: 207-767-2542
<http://www.mccs.me.edu/business/mqc.html>

Maine Technology Institute

Eligible Businesses:

Maine Technology Institute (MTI) will provide research & development money to companies and non-profit research organizations in the State of Maine to support the commercialization of new technology-related products and services that will create and support sustainable, high-quality jobs for Maine people. Awards are made on a competitive basis and support efforts in any of the state's seven targeted technology areas: Advanced Technologies for Forestry and Agriculture, Aquaculture and Marine Technology, Biotechnology, Composite Materials Technology, Environmental Technology, Information Technology, and Precision Manufacturing Technology.

Program Summary:

MTI meets its purpose through direct investments in promising technologies. All MTI programs require a 1:1 cash match, and are awarded based on scientific or technical merit, commercial feasibility, and potential for economic impact to the State. MTI offers the following awards programs:

- **Seed Grants**, awarded six times per year, are competitive grants of up to \$10,000 per project to support very early activities for product development, commercialization, or business planning and development.
- **Development Awards** are competitive awards of up to \$500,000 per project and are awarded three times a year.
- **Cluster Enhancement Awards** are competitive grants for up to \$100,000 for collaborative projects that will stimulate and support the formation and growth of technology businesses and their infrastructure. These awards are considered on an on-going basis.
- **SBIR/STTR Phase 0 Proposal Assistance Program** provides grants of up to \$5,000 per proposal, are offered on a competitive basis to foster and support competitive federal Small Business and Innovation Research (SBIR) and Small Business Technology Transfer (STTR) proposal submissions from Maine applicants. Grants are awarded on a rolling basis.

Program Results:

Through 2004, MTI has approved funding for over 400 Seed Grants totaling over \$3.5 million, matched by over \$6 million in investments by the grant recipients; 90 Development Award projects have been approved for funding totaling over \$16 million and are matched by over \$20 million in commitments from the recipients; and 29 Cluster Enhancement Awards totaling approximately \$3.1 million, and matched by over \$8 million.

Contact:

Maine Technology Institute
2E Mechanic Street
Gardiner, ME 04345
Phone: 207-582-4790
Fax: 207-582-4772
www.mainetechnology.org

Manufacturing Sales Tax Exemptions

Eligible Businesses:

Any manufacturing company.

Program Summary:

Sales of machinery and equipment used by the purchaser **directly** and **primarily** in the production of *tangible* personal property for later sale or use is eligible for a sales tax exemption. In addition, items consumed or destroyed directly or primarily in production, and repair and replacement parts for qualified production equipment are exempt from sales tax.

Also, any manufacturer is exempt from paying 95% of the sales tax on fuel and/or electricity used in the manufacturing facility.

Business Example:

Giordano & Co. purchased a piece of string winding equipment for \$50,000. In addition, the company also purchased \$2,000,000 of inventory. The company is exempt from paying Maine's 5% sales tax on the machinery and inventory -- a value of \$102,500.

During the month of July, Giordano & Co. also purchased \$20,000 in electricity. The company is exempt from paying Maine's 5% sales tax on \$19,000 ($\$20,000 \times 95\%$) of the electricity cost -- a \$950 value. Instead the company will only need to pay \$50 in sales tax ($5\% \times \$1,000$).

Contact:

Sales, Fuel and Special Tax Division
Maine Revenue Services
24 State House Station
Augusta, ME 04333-0024
Phone: 207-287-2336
Fax: 207-287-6628
www.maine.gov/revenue/

Small Enterprise Growth Fund

Eligible Businesses: Businesses with a distinct competitive advantage in a strong marketplace. The business must employ 50 or fewer *or* have gross sales of \$5,000,000 or less within the past 12 months. The company must be engaged or involved in at least one of the following industries: marine sciences, biotechnology, manufacturing, exporting, software development, environmental sciences, value-added natural resources and/or other enterprises that the Board determines will further the purpose and intent of the fund.

Program Summary: This “patient” venture capital fund provides financing for small Maine companies that demonstrate a potential for high growth and public benefit. The Small Enterprise Growth Fund (SEGF) will seek high returns on investment. The investment structure is typically convertible preferred stock. The fund may invest up to a maximum of \$500,000, which must be matched with other financing sources.

Process: If an interested company meets the eligibility criteria, the Board may agree to explore the investment opportunity. The Company would then submit their business plan, along with a brief application, and then make a brief presentation to the Board. If, after this presentation, the Board decides to pursue the investment opportunity, intensive "due diligence" would commence.

Business Example: A company manufactures and develops immunoassay test kits for herbicides and is seeking funding to expand product sales, increase production or develop additional products. There is a strong market for the product, the company has an excellent management team in place and the capitalization plans of the company are sound. The SEGF purchases \$400,000 of the company's Series A preferred stock, another \$400,000 of which is purchased by a third party.

Contact: Small Enterprise Growth Fund
P.O. Box 619
Augusta, ME 04332-0619
Phone: 207-623-3263
Fax: 207-623-0095
www.famemaine.com

Tax Increment Financing

Eligible Businesses: A municipality may choose to provide "financing" to **any** business that is making a significant capital investment within its borders. The source of the financing is taxes paid on new, real and personal property.

Program Summary: Tax Increment Financing (TIF) is a local financing tool that permits a municipality to use some or all of the new property taxes that result from an investment project within a designated district to assist in that project's expenses. The municipality may disburse the tax increment directly to the investing business to help pay project costs, use it to retire bonds it issues as part of the project, or retain it for allowable economic development purposes.

TIF districts may be designated for up to 30 years. Bonds may be issued for up to 20 years. The community designation of a TIF district requires proper public notice, a public hearing, and a majority vote of the municipal legislative body.

Program Example: A business plans to invest \$4,000,000 to construct a state-of-the-art manufacturing facility on land presently valued at \$200,000. The municipality's property tax mil rate is \$25 per \$1,000 of valuation, so the business will have a tax obligation of \$105,000 per year once the investment is recorded on the tax rolls. Of this tax obligation, \$100,000 is new, or "incremental," and therefore eligible to be included within a TIF development program. Two examples exist for financing this scenario:

- **Credit Enhancement Agreement.** Once a municipality votes to financially support a business under the TIF program, the business may enter into a binding contract with the community called a "credit enhancement agreement." If the municipality agrees to "capture" 50% of the increased value in the TIF district for a period of ten years and return the new tax revenues to the business mentioned above to assist in financing the new building, then the business would receive \$50,000 in the first year of the agreement. If all things remain constant, the business would receive approximately \$500,000 in financing over the term of the TIF district.
- **Municipal Bond.** Additionally, the municipality may float a bond to pay this cost. It could do so by issuing a 10-year general obligation bond in the amount of \$150,000. If annual debt service on the bond is \$20,000, the municipality could "capture" another 20% of the increased value in the TIF district for a period of ten years and pay down the debt on the TIF bond.

The remaining 30% of the new tax revenues from the increased assessed value could be deposited in the general fund for use on regular municipal expenses.

Contact: Department of Economic and Community Development
59 State House Station
Augusta, Maine 04333-0059
Phone: 207-624-9822
Fax: 207-287-8461

State & Federal Financing Programs

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
Adaptive Equipment Loan Program (a.k.a. mPower)	Businesses needing financing for acquiring or installing any form of adaptive equipment that promotes independence, mobility or productivity	Loans up to \$100,000 with interest rates fixed at below prime	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263
Agricultural Marketing Loan Fund	Agriculture or aquaculture based businesses that need financing for equipment or production/marketing facilities	Provides 5% low interest loans for capital improvements for agriculture and aquaculture enterprises; the loan funds 45% or 55% of the total needs, with 10% owner equity and the remainder from any source	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263 Department of Agriculture, Food and Rural Resources www.state.me.us/agriculture/homepage.html 207-287-3491
Business Assistance Grant	Businesses that require gap financing, which is critical to their development or expansion and will lead to the creation or retention of jobs for persons of low to moderate income. Requires municipal involvement.	Provides up to \$400,000 to local governments to grant to businesses for purchasing fixed assets, including capital equipment, commercial or industrial buildings, fixtures & real property improvements.	Department of Economic & Community Development (DECD) 207-624-7484
Clean Vehicle Fuel Program	Businesses purchasing clean fuel vehicles or clean fuel vehicle components	Reduced interest loans up to \$50,000	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263
Commercial Facilities Development Program	Applicant may be any private or public entity. 25% of the total project cost must be borne by the municipality or local development corporation	Financing for the development new commercial facilities or the acquisition and development of non-productive commercial facilities. Provides up to \$500,000 per project, with a maximum loan rate of 2% above prime lending rate.	Maine Rural Development Authority www.mainerda.org 207-782-3353
Commercial Loan Insurance	Businesses with annual sales above \$5 million and over 50 employees, with the ability to repay lender from sales or services	Provides up to 90% guarantee on loans with a maximum guarantee exposure of \$7 million	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263 Small Business Administration (SBA) www.sba.gov 207-622-8274

State & Federal Financing Programs con't.

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
Development Fund Loan	Businesses that require gap financing, which is critical to their development or expansion and will lead to the creation or retention of jobs for persons of low to moderate income. Requires municipal involvement	Gap financing, 5% low interest loans, up to the lesser of \$250,000 or 40% of project costs; 2% interest for certain downtown projects	Department of Economic & Community Development (DECD) 207-624-7484
Energy Conservation Loan Program	Businesses making program-approved energy savings improvements	3% fixed rate loans up to \$35,000; borrowers must pay at least 10% of total project cost	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263 Public Utilities Commission 207-287-3318
Export Working Capital Program	Funds must be used to complete export sales and cannot be otherwise available on reasonable terms	90% loan guarantee	Small Business Administration (SBA) www.sba.gov 207-622-8274 via banks
Industrial Revenue Bonds	Businesses with real estate and M&E financing needs between \$1 million and \$10 million	Long-term fixed rate bond financing (tax-exempt if manufacturer)	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263; Banks; Municipalities
International Trade Loans	Collateral must be located in the U.S.	Loans must be between \$155,000 and \$1.25 million; working capital cannot exceed \$250,000, facilities and M&E cannot exceed \$1 million	Small Business Administration (SBA) www.sba.gov 207-622-8274, via banks
Linked Investment Programs for Agricultural and Commercial Enterprises	Agricultural or commercial enterprises	2% interest rate reduction on bank loans of up to \$200,000	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263

State & Federal Financing Programs con't.

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
Maine Agricultural Development Grant Program	Criteria include ability to identify a real agricultural industry need, amount of farmers or food processors who will benefit, clear project goals, objectives and deliverables, ability to conduct the studies, degree of collaboration with other partners, and amount of matching funds.	This program provides competitively selected grants to agricultural enterprises for market research, market promotion and new technology demonstration projects; any organization or individual may apply to the program on behalf of conducting a project; up to \$250,000 is available each fiscal year	Department of Agriculture, Food and Rural Resources www.maine.gov/agriculture/homepage.html 207-287-3491
Maine Technology Institute	Private companies & non-profit organizations whose efforts are in the state's targeted technology areas	Investment awards on a competitive basis, up to \$500,000 each; awards require a minimum 1:1 cash match	Maine Technology Institute www.mainetechnology.com 207-582-4790
Major Business Expansion Program	Businesses creating or retaining 50 jobs and/or using funds to finance manufacturing expansions	Long-term credit enhancement financing for up to \$25 million or long-term tax exempt bond rates up to \$10 million	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263
Micro-loan Programs	For-profit business	Loans up to \$35,000	Small Business Administration (SBA) www.sba.gov , 207-622-8274, via AVCOG, CEI, Community Concepts, EMDC, NMDC, select municipalities
Nutrient Management Program	Businesses constructing manure waste management disposal sites	Low interest rate loans up to \$350,000	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263
Oil Storage Tank Removal and Replacement Program	Businesses needing to remove, replace and dispose of underground fuel storage tanks	Low interest fixed rate loans	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263

State & Federal Financing Programs con't.

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
Potato Marketing Improvement Fund Program	Businesses constructing state-of-the-art potato packing and storage facilities	5% fixed rate loans	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263
Rural Business Opportunity Grants (RBOG)	Public bodies, non-profit corporations, and Indian tribes	Business development grants to develop revolving loan funds or provide technical assistance to small and emerging businesses	Rural Development www.rurdev.usda.gov 207-990-9168
Small Business Innovation Research Program (SBIR)	American owned and operated, for profit small business with fewer than 500 employees. The company must be involved in R & D and have an innovative product or service that would be of interest to one of the ten participating federal agencies.	The SBIR Program is a competitively awarded three-phase, Federal program designed to stimulate technological innovation and provide research opportunities for small firms. Phase I is up to \$100,000; Phase II is up to \$750,000 and Phase III is commercialization using non-federal funds. No matching funds are required in Phase I or II.	Maine Procurement Technical Assistance Center (MPTAC) www.maineptac.org 207-942-6389
Small Business Loan Guarantees	Maine businesses with < \$5 million in sales or 50 or fewer employees	Varies between 75-85% (exception is Export Loans average a 90% guarantee)	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263 Small Business Administration (SBA) www.sba.gov 207-622-8274 Rural Development www.rurdev.usda.gov 207-990-9186
Small Enterprise Growth Fund	Companies with high growth potential and public benefit in the early stages of growth but beyond the initial R&D phase	Up to \$500,000 in patient capital	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263
SBA-504	Fixed asset financing for new or existing business expansion.	Can be used for up to 40% of project costs; one new job must be created per \$35,000 loaned, up to a maximum of \$1.3 million	Small Business Administration (SBA) www.sba.gov , 207-622-8274, via AVCOG, CEI, EMDC, NMDC

State & Federal Financing Programs con't.

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
Tax Increment Financing	Businesses making significant capital investments within their municipality.	Permits a municipality to use all or a portion of the new property taxes resulting from an investment project to assist in the project's financing.	Department of Economic & Community Development (DECD) 207-624-9822 Also contact municipality
Waste Reduction and Recycling Loan Program	Businesses that meet the goals of the State's Waste Management Plan	Loan rates as low as 4%	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263 State Planning Office www.recyclemaine.com 207-287-5759

Tax Credit Programs

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
Employer Assisted Day Care Credit	Employers that, on behalf of their employees, provide day care services through direct capital and personnel expenditures or subsidize a licensed day care center	Income tax credit of up to \$5,000; the credit is limited to the lesser of \$5,000, 20% of the cost incurred, or \$100 for each child of an employee enrolled on a full-time basis or for each full-time equivalent throughout the tax year; carry back up to three years; carry forward up to 15 years; credit doubles if related to "Quality Childcare" approved by DHS	Maine Revenue Services www.maine.gov/revenue 207-626-8482
Employer Provided Long-Term Care Benefits Credit	Employers that provide long-term care policy coverage (meeting federal definition) as part of a benefits package	Income tax credit of up to \$5,000; Credit is limited to the lesser of \$5,000, 20% of the cost incurred, or \$100 per employee covered; carry forward up to 15 years.	Maine Revenue Services www.maine.gov/revenue 207-626-8482
High-Technology Investment Tax Credit	Business primarily engaged in high-tech activities; high-tech activities include the design, creation, and production of computer software, computer equipment, supporting communications components and other accessories that are directly associated with computer software equipment; it also includes the provision of Internet or advanced telecommunications services	The credit amount is equal to the adjusted basis of eligible equipment placed in service in Maine less any lease payments received during the taxable year; the credit cannot reduce the tax liability to less than the preceding tax year's liability after the allowance of any credits, and it cannot reduce the tax liability in the current year below zero; unused portions of the credit may be carried forward five years; the credit cannot exceed \$100,000 in any one year; income must be increased by any credit base amount claimed as a business expense. <i>(This credit cannot be used in tandem with BETR.)</i>	Maine Revenue Services www.maine.gov/revenue 207-626-8482
Jobs and Investment Tax Credit	Any business, other than a public utility, that invests at least \$5 million in a taxable year in qualifying types of personal property, in Maine, and creates 100 new jobs over the ensuing two-year period; jobs created between 8/1/98 and 10/1/01 must provide salaries greater than the average per capita income in the local labor market area and be covered by retirement and group health insurance programs	The credit is based on the federal credit amount, which is based on investment in qualified property. Limitations: taxpayer must create at least 100 new jobs within two years and invest at least \$5,000,000 in one year. Credit is limited to tax liability or \$500,000, whichever is less. The credit cannot be carried back, but can be carried forward up to seven years. <i>(This credit cannot be used in tandem with ETIF.)</i>	Maine Revenue Services www.maine.gov/revenue 207-626-8482

Tax Credit Programs con't.

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
Maine Seed Capital Tax Credit Program	Investors who make equity investments in Maine companies and also pay state income taxes to Maine	This program provides Maine income tax credits to investors in an amount equal to 60% of the cash equity, up to \$500,000 per investor per eligible company, provided to eligible Maine businesses	Finance Authority of Maine (FAME) www.famemaine.com 207-623-3263
Research Expense Tax Credit	Any business that engages in research and development activities in Maine that meets the definition in Section 41 of the Internal Revenue Code; such expenses include certain in-house and contract research expenses if they relate to discovering information that is technological in nature and intended for use in developing a new or improved business component	The credit is based on a percentage of the federal Credit for Increasing Research Activities. Limitations: the credit is limited to 5% of the excess qualified research expenses over the previous three-year average plus 7.5% of the basic research payments in IRC §41(e)(1)(A). The credit is further limited to 100% of the first \$25,000 in tax liability plus 75% of the tax liability in excess of \$25,000. The credit cannot be carried back, but can be carried forward for up to 15 years.	Maine Revenue Services www.maine.gov/revenue 207-626-8482
New Markets Tax Credit	A business must be located in either a census tract with a poverty rate of at least 20% or a census tract with a median income that does not exceed the greater of 80% of the median income for the MSA, or 80% of the statewide median income; <i>AND</i> , must have a substantial connection to that location by the following criteria: 50% of business' income must be derived from activity in a low-income community; a substantial proportion of the business' property must be located in a low-income community; employees of the business must perform at substantial proportion of their work in the low-income community; and less than 5% of the business' assets can be held in unrelated investments.	Provides individual and corporate taxpayers the opportunity to receive a credit against income taxes by investing in qualified investment entities. Investors can earn attractive rates of return while meeting a community need, qualified businesses gain access to development funds at reasonable rates, and community development entities fulfill their mission by helping stimulate economic growth and job creation in specifically targeted lower-income communities.	Coastal Enterprises Inc. www.ceimaine.org/nmtc 207-882-7552 ext. 150
Super R&D Credit	Businesses that qualify for the research expense credit and whose qualified research expenses conducted in Maine for the taxable year exceed 150% of the average research expenses for the three taxable years prior to September 1997	The credit is based on qualified research payments exceeding 150% of the average for the three-year period prior to the effective date of the credit. Limitations: the credit is limited to 50% of the tax otherwise due after all other credits. Further, the credit cannot reduce tax liability below the amount due the previous year after credits. The credit cannot be carried back, but can be carried forward for up to five years.	Maine Revenue Services www.maine.gov/revenue 207-626-8482

Tax Exemption Programs

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
Biotechnology Sales Tax Exemption	Any biotechnology company	Sales of machinery, equipment, instruments and supplies used by the purchaser directly and primarily in a biotechnology application are eligible for a sales tax exemption	Maine Revenue Services www.maine.gov/revenue 207-626-8482
Custom Computer Programming Sales Tax Exemption	Any business that purchases custom computer programming	Any custom computer programming purchased by a business is exempt from sales tax; if a standard program is purchased then customized, the cost of the standard program would be taxable and the customizing, if separately stated, would be nontaxable	Maine Revenue Services www.maine.gov/revenue 207-626-8482
Fuel and Electricity Sales Tax Exemption	Any business that purchases fuel and/or electricity for use at its manufacturing facility	Manufacturers are exempt from paying 95% of the sales tax on fuel and/or electricity used in the manufacturing operation	Maine Revenue Services www.maine.gov/revenue 207-626-8482
Manufacturing Sales Tax Exemption	Any manufacturing company	Sales of machinery and equipment used by the purchaser directly and primarily in the production of tangible personal property are exempt from sales tax; items consumed or destroyed directly or primarily in production, and repair and replacement parts for qualified production equipment are also exempt from sales tax	Maine Revenue Services www.maine.gov/revenue 207-626-8482
Partial Clean Fuel Vehicle Sales Exemption	Businesses that sell clean fuel vehicles to the general public	The exemption amount is based on a portion of the sale or lease price of a clean fuel vehicle	Maine Revenue Services www.maine.gov/revenue 207-626-8482
Research and Development Sales Tax Exemption	Any business engaged in research and development	Sales of machinery and equipment used by the purchaser directly and exclusively in research and development is eligible for a sales tax exemption	Maine Revenue Services www.maine.gov/revenue 207-626-8482

Tax Reimbursements

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
Business Equipment Tax Reimbursement	Any business that pays local property taxes on qualified business property (excluding most telecommunications businesses).	Reimbursement, for up to 12 years of all local property taxes paid on eligible business property put in place after April 1, 1995. Excludes office furniture, lamps and light fixtures. <i>Please note that reimbursement for the application period which begins on August 1, 2006 is limited to 90% of the property taxes assessed and paid on eligible property.</i>	Maine Revenue Services www.maine.gov/revenue 207-626-8482
Employment Tax Increment Financing (ETIF)	Any business that hires a minimum of 5 net new employees within a two-year period. New hires must be 1) paid an income that exceeds the average per capita income in the county of employment; 2) provided access to group health insurance, and 3) provided access to an ERISA qualified retirement program; business must demonstrate that expansion project would not go forward without ETIF.	30, 50 or 75 (80 for Pine Tree Zone certified business) percent reimbursement of state income tax withholdings paid by qualified employees for up to ten years; percentage of reimbursement is established for a five-year period based upon the unemployment rate at the time of initial application, and again at the beginning of the sixth year (<i>This credit cannot be used in tandem with JITC</i>)	Department of Economic & Community Development (DECD) 207-624-9822

Training Programs

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	CONTACT
Business Planning Training Program for the Farm	Farmers interested in expansion of their business, establishing new markets or products, or accessing capital can participate in business planning courses in the FASTTRAC or NxLevel curriculums sponsored directly by the division or by other agencies	Provides scholarships to, and direct course sponsorship of, farmers for development of business plans	Department of Agriculture, Food and Rural Resources www.maine.gov/agriculture/homepage.html 207-287-3491
Governor's Training Initiative	Businesses must pay a wage equal to 85% or more of the average wage for that occupation in their labor market area; it must also contribute at least 50% of the premium cost of employee health insurance if the business employs 25 or more people and has been in existence for over three years	Partial reimbursement for non-routine training costs; must apply for funds before training begins	Department of Labor 207-624-6390 OR Department of Economic & Community Development (DECD) 207-624-9804
Maine Apprenticeship	Must establish registered apprenticeship program	Pays partial fees for two courses a semester - \$100/course	Department of Labor 207-624-6390
Maine Career Advantage	Must provide paid summer and two-year career internships for high school seniors/technical college freshman	Work with local schools to develop a better skilled work force while contributing to the development of students; program staff will assist in developing a training plan and conducting skills assessments of potential interns	Maine Community College System www.mccs.me.edu 207-767-5210 X 4115
Maine Pre-Apprenticeship	Must establish registered apprenticeship program	Customized high school academics and structured on-the-job training, culminating in permanent employment and entry into the Maine Apprenticeship Program	Department of Labor 207-624-6390
Maine Quality Centers	Businesses, or a consortium of businesses, that have the same training needs for at least eight new, full-time employees who are paid benefits; award based on skill requirements, wage benefit levels and company and labor market analysis	100% state-financed education and training, recruitment assistance	Maine Community College System www.mccs.me.edu 207-767-5210 X 4107

Other State & Federal Programs

PROGRAM NAME	ELIGIBILITY CRITERIA	PROGRAM SUMMARY	ADMINISTERING AGENCY
New England Trade Adjustment Assistance Center (NETAAC)	Assists New England manufacturers who have experienced a decline in sales or production, or a decline in employment due to increasing imports or directly competitive products	Benefits include: NETAAC or private consultants provide clients with topnotch business services; NETAAC pays up to 50% of the total cost of all services; and, NETAAC tailors business strategies to each client's specific needs	NETAAC/US Dept. of Commerce www.netaac.org 978-446-9870
Voluntary Response Action Program	Any property, including those involved in a real estate transaction that has documented contamination of the surface or subsurface soils or groundwater as a result of discharges of hazardous substances or matter, pollutants or contaminants	Scope of work for remedial measures at a property; could provide for remediation of all known contamination at the site or could provide for partial cleanup of such contamination	Department of Environmental Protection (DEP) www.maine.gov/dep/rwm/rem/brown.htm 207-287-4854

Business Counseling

Business Answers/One-Stop Business Licensing Center

Department of Economic & Community Development

59 State House Station

Augusta, ME 04333-0059

Phone: 800-872-3838 (in Maine)

800-541-5872 (out-of-state)

Fax: 207-287-5701

www.maine.gov/businessanswers/

Maine's toll-free business information hotline, providing a broad range of information on business issues ranging from labor and employment laws to tax requirements. In addition the office manages the One-Stop Business Licensing Center; this Center can determine and provide what required license(s) and application(s) a business must complete.

Department of Agriculture, Food and Rural Resources

Division of Market and Production Development

28 State House Station

Augusta, ME 04333-0038

Phone: 207-287-3491

Fax: 207-287-7548

www.maine.gov/agriculture/mpd

The Division provides one-on-one counseling in market research, market development, and expansions of crop and livestock production or manufacturing of specialty foods. The Division works with other local, state, regional and national organizations to provide current information on a wide variety of agricultural topics of interest to farmers. In addition, the Department provides assistance in development of grant applications for USDA and other grant programs.

Business Counseling con't.

Maine Centers for Women, Work, and Community

University of Maine at Augusta

46 University Drive

Augusta, ME 04330

Phone: 207-621-3440 or 1-800-442-2092 (in-state)

Fax: 207-621-3429

www.womenworkandcommunity.org

This is a statewide employment and economic development training organization whose mission is to help women succeed in the Maine economy by providing assistance in finding jobs, starting a business, building assets and becoming community leaders. MCWWC provides entrepreneurship training and technical assistance to individuals in the start-up phase of a business and comprehensive workforce development and life skills development training and support to individuals. MCWWC focuses on nontraditional and high skill, high wage employment. In partnership with the Maine Department of Transportation, MCWWC published "Women on the Job: Making it Work for You. An Employers' Guide to Finding, Hiring, and Retaining Women in Highway and Bridge Construction."

Maine Small Business Development Centers

State Office:

University of Southern Maine

96 Falmouth Street

P.O. Box 9300

Portland, ME 04104

Phone: 207-780-4420

Fax: 207-780-4810

www.mainesbdc.org

The Maine Small Business Development Centers (Maine SBDC) provide comprehensive business assistance and information services to Maine's small business community through a statewide network of eight centers and eighteen satellite offices. Comprehensive business diagnosis and access to research is provided at no cost to clients through one-on-one counseling to potential and existing business owners and managers. Training seminars and conferences on business-related topics are offered at key locations around the state; minimal fees may be charged. The focus of Maine SBDC services is to strengthen Maine's economy by helping small business growth and development.

Business Counseling con't.

Portland Resource Hub

441 Congress Street
Portland, ME 04101
Phone: 207-756-8180
Fax: 207-756-8178

Offers a one-stop business help center to support and promote Greater Portland businesses by bringing together assistance in business counseling, workshops and seminars, and technology. In addition to the Resource Hub's state-of-the-art computer facility, this partnership gives clients access to the expert services of federal, state and local business organizations.

Service Corps of Retired Executives (SCORE)

68 Sewall Street, SBA
Augusta, ME 04330
Phone: 207-622-8509
Fax: 207 622-8277
www.score.maine.org

SCORE, sponsored by the U.S. Small Business Administration, provides free, confidential business assistance to existing for profit and non-profit businesses and to those starting a new business. There are eight SCORE offices and several satellite offices located throughout the State, staffed by over 200 business counselors. SCORE also offers workshops on a number of business related topics. A minimal fee may be charged for these workshops. For a listing of the SCORE office nearest you please call our SCORE Office.

Women's Business Center

Coastal Enterprises Inc.
P.O. Box 268
Wiscasset, ME 04578
Phone: 207-882-7552
Fax: 207-882-7308
cei@ceimaine.org
www.ceimaine.org

Designed to support women who own businesses or want to start a business, the Center provides general business management assistance, targeted assistance in telecommunications and help with access to credit through individual consultation, start-up training, workshops, networking, peer support, research, information and referral. The Center helps women build business skills by providing timely, accurate, tailored information in a setting that respects each woman's experience, skills and learning styles.

Energy Conservation

Maine State Energy Program

Maine Public Utilities Commission

242 State Street

18 State House Station

Augusta, ME 04333-0018

Phone: 207-287-3318

Fax: 207-287-1039

www.maine.gov/msep/

This program provides free, on-site energy audits and low-interest loans to identify and implement measures that reduce energy costs. Audits are available to new and existing businesses; cost-effective energy improvements are suggested. A revolving low-interest loan program associated with the program provides financing for the audit recommendations.

Efficiency Maine

Maine Public Utilities Commission

242 State Street

18 State House Station

Augusta, ME 04333-0018

Phone: 207-287-3318

Fax: 207-287-1039

<http://www.energymaine.com/>

This program works with businesses to save energy and save money. The program offers information and cash incentives to all Maine businesses that install qualified energy efficient electric products.

Additional services include:

- education and training for businesses and contractors;
- information on purchasing energy efficient electric products and equipment;
- help locating participating suppliers and contractors, and the program allies that can assist with installation and maintenance of equipment; and,
- self-survey tools to help businesses identify and evaluate electricity savings opportunities.

Government Procurement

Bureau of General Services

Division of Purchases
4th Floor Burton M. Cross Building
Augusta, ME 04333-0009
Phone: 207-624-7340
Fax: 207-287-6578
www.maine.gov/purchases/

The Division's primary function involves the procurement of materials, supplies, equipment and services required by the various State departments and agencies. Competitive bidding invitations are sent to qualified bidders who have filed with the Director of Purchases a request to receive bids for specific commodities.

Maine Procurement Technical Assistance Center

One Cumberland Place, Suite 300
P.O. Box 2579
Bangor, ME 04402
Phone: 207-942-6389
Fax: 207-942-3548
www.MainePTAC.org

- ***Procurement Technical Assistance*** – assist businesses in marketing products or services to federal and municipal state governments through counseling, access to contract opportunities, information and resources and education about government contracting
- ***Procurement Counseling*** – marketing strategies, market identification, site visits, assistance to bid preparations
- ***Specifications and Standards*** – military specifications and standards and federal acquisition and related regulations
- ***Contract Announcements*** – daily and targeted information on bidding opportunities
- ***Support Databases*** – past procurement histories and bid information

Government Procurement con't.

Office of Government Contracting

Northern New England (Area 1)

U.S. Small Business Administration

68 Sewall Street

Augusta, ME 04330

Phone: 207-622-8379, 207-622-8380

Fax: 207-622-8277

www.sba.gov/gc

The U.S. Small Business Administration implements and regulates programs to provide federal contracting opportunities for small business. Assistance programs include:

- **PRO-Net** - an online database listing firms interested in doing business with the federal government
- **SUB-Net** - an online listing of large business partners of the government seeking qualified small businesses for subcontracting opportunities
- **HUBZone Certification** - enables qualified firms in distressed areas to obtain opportunities in a restricted competitive field or receive sole-source contracts
- **8(a) Certification** - assisting socially and economically disadvantaged firms in obtaining federal contracts through this business development program
- **Procurement Counseling** - assistance in identifying federal markets, participating in contract set-asides, filing protests and access to federal prime contracting offices.

International Trade

Maine International Trade Center

511 Congress Street
Portland, ME 04101
Phone: 207-541-7400
Fax: 207-541-7420
www.mitc.com

One Cumberland Place – Suite 300
Bangor, ME 04401
Phone: 207-990-3161
Fax: 207-942-3548

95 Park St., Suite 411
Lewiston, ME 04240
Phone: 207-753-0574
Fax: 207-782-6905

Businesses or organizations either currently involved in international trade or desiring to enter international trade in the future are eligible for services.

The mission of the Maine International Trade Center (MITC) is to expand Maine's economy through increased international trade in goods and services and related activities. MITC program efforts to meet that mission include:

- Trade Missions
- Various types of training programs in international trade
- Intermittent conferences throughout the year including a major Trade Day event
- Monthly publications including a President letter and organization newsletter
- Special member-only programs throughout the year
- One-on-one individual counseling and technical service assistance
- Comprehensive International Library
- International Trade Data Network access
- Member-only access to for-free Trade Data Banks and Online Trade Lead Services

U.S. Department of Commerce
International Trade Administration
District Export Assistance Center
511 Congress Street
Portland, ME 04101
Phone: 207-541-7400 ext. 3115
Fax: 207-541-7420

This organization provides information and professional export counseling to business people, including counseling on the steps involved in exporting, assessing the export potential of their products, target markets, and locations to check out as potential overseas partners. Specifically, the office offers the following:

- International trade opportunities abroad
- Foreign markets for U.S. products and services
- Services to locate and evaluate overseas buyers and representatives
- Financial aid to exporters
- International trade exhibitions
- Export documentation requirements
- Foreign economic statistics
- Export seminars and conferences

Manufacturing Assistance

Department of Industrial Cooperation

University of Maine

5717 Corbett Hall, Room 430

Orono, ME 04469

Phone: 207-581-2200

Fax: 207-581-1479

www.umaine.edu/dic

The Department of Industrial Cooperation acts as the liaison between business and industry and the University of Maine, making skills, equipment and facilities of the University available. Specifically, the Department offers problem solving in physical testing and pilot plant trials, product development and process optimization, automation and robotics, numerical modeling, and literature searches.

Maine Manufacturing Extension Partnership (Maine MEP)

87 Winthrop Street

Augusta, ME 04330

Phone: 207-623-0680

Fax: 207-623-0779

www.mainemep.org

Maine MEP staff assists businesses with problems such as determining how to help employees work more efficiently, how to automate the business, and whether or not to computerize the office or shop floor. On a fee-for-service basis the Maine MEP offers specialized assistance in the following areas:

- Plant layout
- Process improvements
- ISO 9000 / 14000
- Machinery automation / specification
- Computerization & manufacturing software
- Health & safety issues
- Environmental issues
- Marketing & business development
- Business planning
- Product development
- Technology transfer
- Supply chain management
- Energy audits

Marketing Consumer Products

Department of Agriculture, Food and Rural Resources

Division of Market and Production Development

28 State House Station

Augusta, ME 04333-0028

Phone: 207-287-3491

Fax: 207-287-5576

www.getrealmaine.com

The Department of Agriculture helps promote the sale of Maine food and farm products domestically and internationally to increase awareness of quality Maine products in the marketplace and to increase the profitability of Maine producers. The Development Division maintains data on producers and product availability, and using this information, publishes, promotes and distributes brochures, source lists and directories, as well as a web site for wholesale and retail buyers. The Division also provides matching promotion grants (see "Other State Programs"), technical and marketing planning assistance (see "Training") to producers.

Department of Marine Resources

Division of Marketing & Industry Development

21 State House Station

Augusta, ME 04333-0021

Phone: 207-624-6556

www.maine.gov/dmr

www.maine seafood.org

The division provides in-depth support to Maine's seafood industry. The division represents the seafood sector at the state level on development issues including taxation, waterfront access and waterfront development. Help is given to individual seafood companies including guidance on regulatory issues and locating grants and loan funds for seafood industry projects. The division also operates a wholesale marketing program that includes exhibiting at major seafood trade shows and maintaining a directory of Maine seafood companies on the web at www.maine seafood.org.

Maine Products Marketing Program

Department of Economic & Community Development

59 State House Station

Augusta, ME 04333-0059

Phone: 207-624-9804

Fax: 207-287-5701

www.mainemade.com

This program promotes Maine made products with a variety of marketing activities, including issuance of "Maine Made - America's Best" hang tags and labels, kiosk display opportunities, a free company profile page on the web site, and production of the New England Products Trade Show. There is no fee to apply to the program, but modest fees accompany some program features.

Tax Consultation

Maine Revenue Services
24 State House Station
Augusta, ME 04333-0024
Phone: 207-287-6965
www.maine.gov/revenue/

New business registrants can meet with a Maine Revenue Services agent at no charge to review the various tax publications needed for their type of business. In addition, staff can answer questions regarding tax record keeping procedures.

The Sales Tax Division also offers symposiums across the state to keep business owners informed about tax administration policies. The Income/Estate Tax and Sales Tax Divisions organize the Maine Tax Forum program to share the expertise of tax professionals with the business community.

Technology Centers

TECHNOLOGY CENTERS

Dept. of Economic & Community Development
59 State House Station
Augusta, ME 04333-0059
Phone: 207-624-7499
Fax: 207-287-8461
www.techcentersmaine.com

Maine Center for Enterprise Development

3 Adams Street
South Portland, ME 04106
Phone: 207-767-4302 ext. 102
Fax: 207-767-4306
www.ceemaine.org

Loring Applied Technology Center

191 Development Drive, Suite A
Limestone, ME 04750
Phone: 207-328-4800
Fax: 207-328-4161
www.loring.com

Thomas M. Teague Technology Center of Maine

50 Eskelund Drive
Fairfield, ME 04937
Phone: 207-238-9315
Fax: 207-238-9316
www.biotechme.com

Maine Aquaculture Incubators

Maine Aquaculture Innovation Center
1517 Corbett Hall, University of Maine
Orono, ME
Phone: 207-581-2263
Fax: 207-581-1479
www.maineaquaculture.org

Composite Technology Centers

76 Spruce Street, PO Box 1109
Greenville, ME 04441
and
PO Box 508
Sanford, ME 04073-0508
Phone: 207-459-7337

River Valley Technology Center

60 Lowell Street
Rumford, ME 04276
Phone: 207-369-9368
Fax: 207-369-0356
www.rivervalleycenter.com

Target Technology Center

20 Godfrey Drive
Orono, ME 04473
Phone: 207-866-6500
Fax: 207-866-6501
www.targetincubator.com

There are seven technology centers. Each center has a primary technology focus and offers low cost space, shared office equipment, meeting spaces, training programs, and coaching/mentoring services. Facilities also include shared reception and telephone services, videoconferencing capacity, and electronic communication capacity.

All centers provide critical early-stage business, technical, administrative, and financial resources and training for participating firms through statewide agreements with business and technical service providers. Some centers may also offer non-resident programs.

Firms must apply directly to one of the seven participating centers to be considered for tenancy. Firms typically stay at a center for two to three years then relocate to other space in order to accommodate their growth.

Training Resources

Center for Workplace Learning

University of Southern Maine

62 School Street

Gorham, ME 04038

Phone: 207-780-5014

Fax: 207-228-8319

www.usm.maine.edu/cwl

Promote retention, increase innovation and productivity; reduce stress within the workforce, and increase loyalty and upward mobility. Using the latest knowledge about workforce development practices, Center for Workplace Learning assists employers in central and southern Maine to better understand how their workplace can become a more productive learning environment.

Both on a free and fee-for-service basis, the center **designs, delivers,** and **evaluates** educational programs that help employees learn basic skills, including:

- English as a Second Language
- Cross-cultural communication
- Communication and Teamwork
- Problem-solving and Decision-making
- Supervision and Leadership
- Computer applications
- Mathematics

Maine CareerCenters

Phone: 1-888-457-8883

www.mainecareercenter.com

Many CareerCenters offer comprehensive workforce development services statewide including individual employer consultation, customized training, on-the-job training funds for new hire and incumbent worker skill development, apprenticeship, and training plan development. Centers also offer direct referral services to a variety of community services including safety training and adult education, community college, and university training.

Training Resources con't.

Maine Community College System

Main Office

323 State Street

Augusta, ME 04330

Phone: 207-629-4000

Fax: 207-629-4048

www.mccs.me.edu

The Continuing Education Divisions/Business & Industry offices of each community college work directly with businesses and industry to determine training needs and develop technical, professional and managerial training for both current employees and new hires. Courses are offered on campus or at the work site. An array of regular credit and noncredit courses are also offered through the Continuing Education Division.

Venture Capital

The Borealis Fund, L.P.
114 N. Main Street, Suite 201
Concord, NH 03301
Phone: 603-226-4480
Fax: 603-226-4485
www.borealisventures.com

The Borealis Fund is a new venture capital funding serving New Hampshire and Maine. An affiliate of Village Ventures (www.villageventures.com), the fund targets a range of companies from start-up to growth stage and can invest from about \$500,000 to \$3,500,000 per company.

Brook Venture Fund II
50 Federal Street, 5th Floor
Boston, MA 02110
Phone: 617-451-8989
Fax: 617-451-2369
www.brookventure.com

Brook Venture Fund II targets expansion stage companies within the following fields: Medical Instrumentation and Software (including biotech), Information Technology (Data, Publishing, Decision Support, Software, and others), Enabling Chemistry and Optical Technologies (i.e., fiber optic, infrared, laser, and others). The company should be generating sales and should be able to achieve sustainable profitability within 18 months under a “base case” scenario. Brook Venture Fund II will invest from \$500,000 to \$3,000,000.

CEI Ventures, Inc./CEI Community Ventures, Inc.
2 Portland Fish Pier, Suite 201
Portland, ME 04101
Phone: 772-5356
Fax: 772-5503
www.ceimaine.org

CEI Ventures Inc. and CEI Community Ventures, Inc. are Maine-based venture capital funds which make equity investments of \$500,000-\$2,000,000 in growing Maine (and regional) companies exhibiting the potential to generate above-average equity returns over a 5-7 year time horizon while meeting social goals.

Venture Capital con't.

Maine Investment Exchange

120 Exchange Street
Portland, Maine 04112
Phone: 207-871-0234
Fax: 207-775-6716

The Maine Investment Exchange (MIX) was established to provide forums for qualified entrepreneurs seeking risk capital to make formal presentations to providers of risk capital. Although MIX cannot guarantee that successful investments are made, it does provide an opportunity for entrepreneurs to meet potential investors.

Maine Merchant Bank

Two Monument Square
Portland, ME 04101
Phone: 207-772-8141
Fax: 207-761-4464

The Maine Merchant Bank invests in low to medium technology companies with solid brand name, product base and/or service reputation in their primary market(s); and, mid to late stage development companies with developed or soon to be developed proprietary technologies, products and/or services with exceptional growth potential. Investment size ranges from \$250,000 to \$1 million.

Masthead Venture Partners

Four Milk Street
Portland, ME 04101
Phone: 207-780-0905
Fax: 207-780-0913
www.mvpartners.com

Masthead Venture Partners invests in early stage information technology and biotechnology companies. Masthead seeks companies with a "disruptive" technological advantage, rapid growth potential and strong management teams, and provides both capital and the active support of Masthead's partners, who have diverse operating, venture capital and Wall Street experience in high technology and healthcare companies. Initial investments typically range from \$500,000 to \$8,000,000.

Venture Capital con't.

MerchantBanc

MB Venture Partners, LP
Two Wall Street
Manchester, New Hampshire 03101
Phone: 603-623-5500
Fax: 603-623-3972
www.merchantbanc.com

MerchantBanc is an investment fund focused on opportunities in New England and has been providing investment capital to rapidly growing businesses since 1992. During the past ten years, MerchantBanc has been the source for over \$140 million of private capital. They also sponsor entrepreneurial education programs. Please see the web site for more information. MerchantBanc invests in the range of \$500,000 to \$5 million.

North Atlantic Capital Corporation

2 City Center, 5th Floor
Portland, ME 04101
Phone: 207-772-4470
Fax: 207-772-3257
www.northatlanticcapital.com

North Atlantic Capital Corporation invests in established companies in non-consumer markets seeking growth through internal expansion or acquisitions. Of particular appeal are companies serving specialized niche markets that can support strong profit margins and those with business strategies that include acquisitions or industry consolidations. Investment size ranges from \$2 million to \$5 million.

Waste Reduction & Regulation

Office of Innovation and Assistance

Department of Environmental Protection

17 State House Station

Augusta, ME 04333-0017

Phone: 207-287-4152

Fax: 207-287-2814

www.maine.gov/dep

Any business interested in evaluating or changing its processes to reduce or eliminate environmental impacts is eligible for this service.

What processes, practices and products can a business use to reduce or eliminate pollution and save money? Using a wealth of technical expertise and international information networking, the Office of Innovation and Assistance can help answer that question. It provides on-site technical pollution prevention assistance; manages innovative programs like *Performance Track 2* and *Environmental Leadership*; conducts literature searches and financial analysis of pollution prevention projects; and assists in technology transfer.

Small Business Technical Assistance Program

Department of Environmental Protection

17 State House Station

Augusta, ME 04333-0017

Phone: 1-800-789-9802, or 207-287-8550

Fax: 207-287-2814

www.maine.gov/dep

Any business with fewer than 100 employees can call on the Small Business Technical Assistance Program (SBTAP) to help them comply with existing environmental regulations. SBTAP provides education, on-site assistance, and pollution prevention techniques, as well as advises businesses on ways to reduce waste. SBTAP also administers the Small Business Compliance Incentive Policy, which provides enforcement relief for small businesses requesting assistance from the Department.

Waste Reduction & Regulation con't.

Smart Production

Department of Environmental Protection

Office of the Commissioner

17 State House Station

Augusta, ME 04333-0017

Phone: 207-287-7828

Fax: 207-287-2814

www.maine.gov/dep/oc/smartprod/index.htm

The Department of Environmental Protection (DEP) has a new initiative known as Smart Production. What differentiates Smart Production from "end-of-the-pipe" environmental protection? Smart Production seeks to reduce the environmental impact of the entire production process. Rather than treat wastewater for example, Smart Production looks to eliminate its creation in the first place. This type of systems approach requires a holistic understanding of the pattern of interrelationships among key components of the production process with the goals of: mimicking natural processes by using renewable materials and energy inputs, and eliminating the use of toxic and non-renewable materials; producing products that can be recycled and that have low life-cycle environmental impacts; eliminating discharges of pollutants to air, water and land; and enhancing a business's long-term economic viability.

STEP-UP Program

Department of Environmental Protection

Office of the Commissioner

17 State House Station

Augusta, ME 04333-0017

Phone: 207-287-7828

Fax: 207-287-2814

www.maine.gov/dep/oc/stepup/index.htm

This programs offers recognition and other incentives to businesses interested in implementing sustainable practices. The DEP recognizes that business needs and environmental objectives differ for each company. The DEP will work with a business to negotiate an agreement that describes a unique relationship that will facilitate environmental sustainability. Potential benefits (may be unique to each company) to a business include:

- Alternative record keeping requirements
- Compliance assistance
- Electronic reporting capability
- EMS/ISO technical assistance
- Energy auditing
- Mentoring assistance
- Penalty forbearance
- Performance auditing training
- Designated DEP point of contact
- Smart production technical assistance
- Recognition

Workforce Recruitment

Maine CareerCenters

Phone: 1-800-457-8883

www.mainecareercenter.com

Provides employers with a clearinghouse to match qualified employees with job openings. Services are available statewide through one-stop Career Centers that offer comprehensive employment services within a community. Recruitment services include advertising job openings, searching for job seekers, listing job openings on national job bank, screening job applicants, measuring applicant aptitudes, administering employer-required testing, employer use of private interview rooms, assistance with Equal Opportunity, Affirmative Action and Americans with Disabilities Act compliance. Informational services include access to labor laws, labor market information, labor force availability, occupational licensing, OSHA regulations, and ADA compliance.

Maine Centers for Women, Work, and Community

University of Maine at Augusta

46 University Drive

Augusta, ME 04330

Phone: 207-621-3440 or 1-800-442-2092 (in-state)

Fax: 207-621-3429

www.womenworkandcommunity.org

This is a statewide employment and economic development training organization whose mission is to help women succeed in the Maine economy by providing assistance in finding jobs, starting a business, building assets and becoming community leaders. MCWWC provides entrepreneurship training and technical assistance to individuals in the start-up phase of a business and comprehensive workforce development and life skills development training and support to individuals. MCWWC focuses on nontraditional and high skill, high wage employment. In partnership with the Maine Department of Transportation, MCWWC published "Women on the Job: Making it Work for You. An Employers' Guide to Finding, Hiring, and Retaining Women in Highway and Bridge Construction."

Targeted Opportunities Program (TOPS)

Coastal Enterprises, Inc.

36 Water Street

P.O. Box 268

Wiscasset, ME 04578

Phone: 207-882-7552

Fax: 207-882-7308

www.ceimaine.org/

This program creates jobs and training opportunities for people with low incomes and/or those who are at risk of poverty throughout the state. Benefits include access to health care benefits, subsidized wages, tax credits, and customized skills training.

Business Organizations

Center for Innovation in Biotechnology & Biotechnology Association of Maine

PO Box 615
Augusta, ME 04332-0615
207-623-3790
207-621-0175 (fax)
info@mainebiotech.org
www.mainebiotech.org

Environmental & Energy Technology Council of Maine

3 Adams Street
South Portland, ME 04106
207-767-4302 ext. 102
207-767-4306 (fax)
John.Ferland@e2tech.org
www.e2tech.org

Maine Aquaculture Innovation Center

5717 Corbett Hall, Room 438
Orono, ME 04469-5717
207-581-2263/2215
207-581-1479 (fax)
maic@maineaquaculture.org
www.maineaquaculture.org

Maine Businesses for Social Responsibility (MeBSR)

PO Box 157
Belfast, Me 04915
207-338-8908
207-338-8909 (fax)
info@mebsr.org
www.mebsr.org

Maine State Chamber of Commerce

7 University Drive
Augusta, ME 04330
207-623-4568
207-622-7723 (fax)
pforunier@mainechamber.org
www.mainechamber.org

Maine Composites Alliance

40 Pond Road
Newcastle, ME 04553
207-563-1165
207-563-6497(fax)
blemos@lincoln.midcoast.com

Maine Manufacturing Extension Partnership

87 Winthrop Street
Augusta, ME 04330
207-623-0680
207-623-0779 (fax)
info@mainemep.org
www.mainemep.org

Maine Metal Products Association

28 Stroudwater Street, Suite #4
Westbrook, ME 04092
207-854-2153
207-854-3865 (fax)
info@maine-metals.org
www.maine-metals.org

Maine Software Developers Association (MeSDA)

506 Main Street
Westbrook, ME 04092
207-857-3003
207-857-3029 (fax)
info@mesda.com
www.mesda.com

Maine Telecommunications User Group

PO Box 8549
Portland, ME 04104-8549
781-316-8898
mstockford@rcn.com
www.mtug.org

Maine Wood Products Association

P.O. Box 401
Belfast, ME 04915
207-338-2883
207-338-2884 (fax)
director@mainewood.org
www.mainewood.org