



# MAINE NEW MARKETS CAPITAL INVESTMENT PROGRAM

## Allocation Application and Instructions

**PART A) QUALIFIED COMMUNITY DEVELOPMENT ENTITY INFORMATION**

**Note:** To apply for an allocation of tax credit authority pursuant to 10 MRSA §1100-Z, a Qualified Community Development Entity (CDE) must complete this application by providing the information requested on Pages 1 and 2, attach the documentation required on Page 2, sign the Certification on Page 3, and return the entire application, with certification and required attachments to FAME (see address at the bottom of this page).

Entity Name		Type of Entity	
Federal Tax ID Number	State of Organization	Date Established	Web Address
Mailing Address		City/State/Zip	County
Phone Number	Fax Number	E-mail Address	
Contact Person Name		Title	
Is CDE a For-Profit Entity? <input type="checkbox"/> YES <input type="checkbox"/> NO	Amount of Allocation Requested	Has the CDE been certified as a qualified community development entity by the Secretary of the United States Treasury? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Does the CDE* have a signed allocation agreement with U.S. Treasury CDFI Fund? <input type="checkbox"/> YES <input type="checkbox"/> NO	Does the signed allocation agreement of the CDE* with U.S. Treasury CDFI Fund include Maine in its service area? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is the signed allocation agreement of the CDE* with U.S. Treasury CDFI Fund still in effect and not subject to revocation or cancellation? <input type="checkbox"/> YES <input type="checkbox"/> NO	

*\*CDE or its controlling entity, or other entity controlled by the same controlling entity. If not the CDE, please submit the name of the entity that is party to the allocation agreement, and its relationship to the CDE:*

**PART B) DESCRIPTION OF INTENDED USE OF PROCEEDS OF QUALIFIED EQUITY INVESTMENTS FOR WHICH CDE WILL SEEK CERTIFICATION AS ELIGIBLE FOR TAX CREDITS (if more than one, attach additional sheets describing each):**

Name and Location of Qualified Active Low-Income Community Business (QALICB):
Product/Service of QALICB:
Anticipated Amount of Investment in QALICB:
Intended Use of Proceeds by QALICB:



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### PART C) PROGRAM ELIGIBILITY QUESTIONS: Please answer the following criteria (you must meet at least four of five):

1. Has the CDFI Fund awarded multiple rounds of federal New Markets Tax Credit allocation to the CDE, its controlling entity or other entity controlled by the same controlling entity?  **YES**  **NO**
2. Has the CDE, its controlling entity or other entity controlled by the same controlling entity, participated as a qualified community development entity in a state New Markets Tax Credit Program or made an investment in Maine that qualifies for federal New Markets Tax Credits?  **YES**  **NO**
3. Has the CDE, its controlling entity or other entity controlled by the same controlling entity, made an investment qualified for tax credits in a business located in a non-metropolitan census tract?  **YES**  **NO**
4. Has the CDE, its controlling entity or other entity controlled by the same controlling entity, explored potential investment opportunities in Maine that would qualify for credits under the Program?  **YES**  **NO**
5. Has the CDE, its controlling entity or other entity controlled by the same controlling entity, made an investment qualified for tax credits in a state where it did not previously have substantial operations?  **YES**  **NO**

### PART D) FEE DISCLOSURE

Please describe the nature and extent of any fees or other compensation, whether direct or indirect, the CDE expects to charge to entities that make qualified equity investments in the CDE, recipients of the CDE's qualified low-income community investments, or other participants in such transactions:

### PART E) REQUIRED ATTACHMENTS

- Evidence of Certification of Applicant as a qualified community development entity by the Secretary of the U.S. Treasury
- Copy of allocation agreement executed by the CDE, its controlling entity or other entity controlled by the same controlling entity, and the CDFI Fund, which includes the state in its service area
- Non-refundable Allocation Application Fee of \$1,000 (All Checks Made Payable to the Finance Authority of Maine)



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### Certification of Eligibility for Allocation

The undersigned authorized executive officer of the Applicant Community Development Entity certifies that under penalty of perjury: (1) that the Applicant's allocation agreement with the CDFI remains in effect and has not been revoked or canceled by the CDFI Fund; and (2) that the statements in this Allocation Application, including all accompanying documents and statements, are and remain true, correct and complete as of the date of the Allocation Application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

### NOTICE: APPLICATION PROCESS FOR ALLOCATION OF TAX CREDIT AUTHORITY

1. A CDE that seeks to obtain an allocation of tax credit authority from the Authority pursuant to 10 M.R.S.A. §1100-Z shall file an Allocation Application with the Authority.
2. Within sixty days of receipt of an Allocation Application for tax credit authority, the Authority shall either approve the Allocation Application and, as part of that approval, indicate the amount of tax credit authority issued to the CDE, or determine that the Authority intends to deny the Allocation Application. If the Authority intends to deny the Allocation Application, it shall inform the CDE by written notice of the grounds for the intended denial. Upon receipt of the notice of intended denial by the CDE:
  - A. If the CDE provides additional information required by the Authority or otherwise completes its Allocation Application within fifteen days, the Allocation Application must be considered complete as of the original date of submission and the Authority has an additional thirty days to either approve or deny the Allocation Application; or
  - B. If the CDE fails to provide the information or complete its Allocation Application within the fifteen-day period, the Allocation Application shall be deemed denied and may be resubmitted in full with a new submission date.
3. Allocation Applications must be submitted so as received on or after January 1, 2012, via hand-delivery, mail, express mail, courier or electronic means, provided, however, that the Applicant is responsible for ensuring receipt of the Application by the Authority.
4. Completed Allocation Applications will be processed in the order received. Allocation Applications received on the same date shall be treated as received simultaneously, and, to the extent there are not sufficient credits available to fully allocate requested tax credit authority for approved Allocation Applications that were received on the same date, allocations of available tax credit authority shall be pro-rated among such Applicants based upon the amount of authority requested in each such Allocation Application as a percentage of the total authority requested by all such Allocation Applications.