



TAX-EXEMPT BOND INDUCEMENT APPLICATION

Finance Authority of Maine
P.O. Box 949
Augusta, ME 04332-0949
Phone: (207) 623-3263 or 1-800-228-3734
Fax: (207) 623-0095 TTY: (207) 626-2717
www.famemaine.com

Revised January 2026

TAX-EXEMPT BOND PROGRAM APPLICATION INSTRUCTIONS

This package contains complete application materials for FAME's Tax-Exempt Bond Program financing. Only certain manufacturing, exempt facilities (e.g., solid waste or sewage disposal, recycling, pollution control) and 501 (c)(3) enterprises are eligible for tax-exempt financing through this program.

The information listed on this form is necessary to determine the eligibility of the project applicant. Please fill in all blanks, using "NONE" or "NOT APPLICABLE" where necessary. If an estimate is given, put "EST" after the figure. Attach additional sheets as necessary. Applicants that are determined to be eligible will receive an Inducement Agreement and if they are seeking credit enhancement (i.e., loan insurance) from the Authority, will be asked to complete a formal credit application, available upon request, under the Authority's Loan Insurance Program.

Inducement Application

Complete this application in its entirety first. Your SIC Code # is most important. The information required will determine your eligibility to proceed with tax-exempt financing and will establish the public benefits to be derived from your project in order to induce FAME to proceed with tax-exempt financing.

Inducement Agreement

Enclosed is an Inducement Agreement. Please review this non-binding document carefully. Costs related to a project should not be incurred until this document has been formally executed by FAME, or project eligibility may be jeopardized. Once the Inducement Agreement is executed by FAME a project may, at its own risk, begin to incur costs related to the project.

To expedite processing, borrowers are asked to sign and return two (2) copies of the Inducement Agreement.

Upon review and approval of the inducement application, the Authority will return an executed copy of the Inducement Agreement to the borrower.

Upon receipt of a signed Inducement Agreement from the Authority an applicant may, at its own risk, commence to incur project-related expenses.

Please submit the completed Inducement Application and two (2) copies of the Inducement Agreement along with the appropriate application fee to the Finance Authority at the following address:

Finance Authority of Maine
5 Community Drive
P.O. Box 949
Augusta, Maine 04332-0949

Information the applicant wishes to be kept confidential should be noted at the question number and be typed on a separate detached answer sheet, marked confidential. The reason confidentiality is requested must be stated with sufficient particularity to permit the Authority to determine whether it

meets the standards of 10 MRSA §975-A(s). Generally, information giving the applicant a competitive advantage can be kept confidential.

This application is **ONLY** for the purpose of determining whether the applicant is eligible for Inducement and inclusion in the Authority's Tax-Exempt Bond Program by the Authority, and not for determining whether (if the Applicant is seeking Authority credit enhancement) the applicant's credit meets the Authority's credit standards.

Summary of FAME Bond Application/Issuance Process

- A. Applicant submits the following completed forms to FAME:
 - 1. **Bond Application** (*Must be Notarized*)
 - 2. **Inducement Agreement** (*2 signed copies*)
 - 3. **Employment Plan**
 - 4. **Environmental Questionnaire**, and
 - 5. copy of **Environmental Assessment Application**.
- B. Applicant submits Environmental Assessment application to Maine DEP, with copy of Environmental Questionnaire, send to:
 - Maine Department of Environmental Protection**
 - Attn: Beth Callahan**
 - 17 State House Station**
 - Augusta, ME 04333**
 - Or via email to: **beth.callahan@maine.gov**
- C. Inducement Agreement executed by FAME.
- D. Applicant is required to obtain a letter from the applicable municipality indicating that the project will not have an adverse effect on public facilities or such impact is being addressed. (*Copy sent to FAME*)
- E. DEP issues Environmental Assessment to FAME.
- F. Notice to competitors sent by Applicant advising of Public Hearing. (*Copies sent to FAME*)
- G. Public hearing notice published in local and State papers (*7 days prior to hearing*).
- H. Public Hearing held on Application. FAME must make findings, including that project will provide a public benefit, and will not result in substantial detriment to existing businesses (usually combined with TEFRA (Federal Tax Law) hearing).
- I. Authority issues Findings, and if favorable, a Certificate of Approval.
- J. FAME Board adopts Resolution allowing issuance of Bonds.
- K. Notice of Intent to Issue securities published by FAME in local and State papers (*30 days prior to closing*).
- L. Documents prepared and approved by transaction participants.
- M. Closing.

**TAX-EXEMPT BOND PROGRAM
INDUCEMENT APPLICATION**

PART I - APPLICANT/BORROWER

Company or Individual Name: _____
Office Address: _____

Telephone: _____ **Email:** _____
IRS Identification or SS#: _____
SIC# _____

Company officer completing this application (specify if communication to the Company should be directly to anyone else.)

Name: _____
Title: _____

1. Number and location(s) of present business facilities:
a. Within State of Maine: _____
b. Outside State of Maine: _____

2. a. Business Organization (Please check appropriate box)
 Corporation - Public
 Corporation - Closely Held
 Corporation - not for profit
 Limited Liability Company
 Partnership
 Sole Proprietorship
 Individual
 Other (Specify) _____

b. **State of Incorporation/Organization:** _____

c. **If not for profit** – section of Internal Revenue Code providing tax exemption (e.g., 501 (c)(3)) _____

3. For-Profit entities: List all stockholders (if closely held) or members or partners in the Company.

<u>Name</u>	<u>Percentage</u>
_____	_____
_____	_____
_____	_____

4. **For-Profit entities:** Is the Company related, directly or indirectly through stockholders, to any other entity by more than 50% common ownership? If so, indicate name of such entity/and the relationship.

5. **Is the Company affiliated with any other entity, directly or indirectly, other than as indicated in response to question #4?** If yes, please indicate the name and relationship of such other entity and the address thereof.

6. **Complete the following information:**

Officers & Directors
(Names & Titles)

Business Affiliations

7. **Counsel to Company**

Name of Attorney: _____
Name of Firm: _____
Address: _____
Telephone Number: _____ Email: _____

8. **Accountant to Company**

Name of Accountant: _____
Name of Firm: _____
Address: _____
Telephone Number: _____ Email: _____

9. **List the current annual taxes on:**

1. Building(s) \$ _____
2. Land: \$ _____
3. Personal Property: \$ _____

Projected annual taxes upon project completion:

1. Building(s): \$ _____
2. Land: \$ _____
3. Personal Property: \$ _____

PART II - TENANT INFORMATION

Complete this section only if the project is to be leased to another entity, and the tenant is different from the applicant.

Company or

Individual Name: _____

Office Address: _____

Telephone Number: _____ **Email:** _____

IRS Identification or SS#: _____

Company Contact

Name: _____

Title: _____

1. Number and location(s) of present business facilities:

- a. Within State of Maine: _____
- b. Outside State of Maine: _____

2. a. Business Organization (Please check appropriate box)

- Corporation - Public
- Corporation - Closely Held
- Corporation - not for profit
- Limited Liability Company
- Partnership
- Sole Proprietorship
- Individual
- Other (Specify) _____

b. **State of Incorporation/Organization:** _____

c. **If not for profit** – section of Internal Revenue Code providing tax exemption (e.g., 501 (c)(3)) _____.

3. For-Profit entities: List all stockholders (if closely held) or members or partners in the Company.

<u>Name</u>	<u>Percentage</u>
_____	_____
_____	_____
_____	_____

4. For-Profit entities: Is the Company related, directly or indirectly through stockholders, to any other entity by more than 50% common ownership? If so, indicate name of such entity/and the relationship.

5. **Is the Company affiliated with any other entity, directly or indirectly, other than as indicated in response to question #4?** If yes, please indicate name and relationship of such other entity and the address thereof.

6. **Complete the following information:**

Officers & Directors
(Names & Titles)

Business Affiliations

_____	_____
_____	_____
_____	_____
_____	_____

7. **Counsel to Company**

Name of Attorney: _____

Name of Firm: _____

Address: _____

Telephone Number: _____ Email: _____

8. **Accountant to Company**

Name of Accountant: _____

Name of Firm: _____

Address: _____

Telephone Number: _____ Email: _____

9. **List the current annual taxes on:**

1. Building(s) \$ _____

2. Land: \$ _____

3. Personal Property: \$ _____

Projected annual taxes upon project completion:

1. Building(s): \$ _____

2. Land: \$ _____

3. Personal Property: \$ _____

PART III - PROJECT INFORMATION

Please complete the following questions for each project to be financed. Attach additional pages, files, or exhibits as necessary.

1. (a) Describe the project for which bond proceeds will be used:

(b) If known, what type of tax-exempt bonds are the project intending to qualify for:

Small Issue (manufacturing)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exempt Facilities (solid waste, sewage treatment, recycling)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
501(c)(3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. **For manufacturing facilities:** Allocate the facility to be financed by function (expressed in square footage) [e.g., production line, employee lunchroom, offices, restrooms, storage, warehouse, loading dock, repair shop, parking, research, sales] and location in relation to production (e.g., same building, adjacent land or building, off-site, etc.) Please attach blueprints of the facility to be financed.

<u>FUNCTION</u>	<u>LOCATION</u>	<u>SQ. FOOTAGE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. **For manufacturing facilities:** Of the space allocated to offices above, identify by function [e.g., executive offices, payroll, production, etc.] and location in relation to production (same building, adjacent land or building, off-site, etc.)

<u>FUNCTION</u>	<u>LOCATION</u>	<u>SQ. FOOTAGE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. **For manufacturing facilities:** Of the space allocated to storage or warehousing above, identify the square footage and location of the areas devoted to storage of the following:

	<u>LOCATION</u>	<u>SQ. FOOTAGE</u>
Raw materials used for production of manufactured goods.....	_____	_____
Finished product storage.....	_____	_____
Component parts of goods manufactured at the facility.....	_____	_____
Purchased component parts.....	_____	_____
Other (Specify)	_____	_____
_____	_____	_____
	TOTAL	_____

5. **For manufacturing facilities**, will any retail activity occur at the facility to be financed?
 Yes No

If yes, how much square footage is allocated to the retail function?

6. **For manufacturing facilities**, list raw materials used at the facility to be financed, in the processing of the finished product(s).
-

7. **For manufacturing facilities**, list finished product(s) which are produced at the facility to be financed.
-

8. **If project user is not a manufacturer**, describe or attach a complete description of its business.
-

9. **Location of the proposed project:**

<u>Street</u>				
<u>Address</u>	<u>City</u>	<u>Township</u>	<u>County</u>	<u>State</u>

10. **Does the project consist of** (check appropriate categories):

- | | | | |
|----|---|------------------------------|-----------------------------|
| a. | Acquisition of land | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. | Construction of a new building | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. | Renovations to an existing building | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. | Construction of an addition to an existing building | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. | Acquisition of an existing building | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. | Installation of machinery and/or equipment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

11. **Project Site** (land)

- a. Indicate approximate size (in acres or square feet) of project site.
-

- b. Are there buildings now on the project site? Yes No

- c. Indicate the present use of the project site.
-

- d. Indicate present owner of project site.
-

12. Does the Company now own the project site? Yes No
13. If the Company is not now the owner of the project site,
 (a) does the Company have an option to purchase the site and any buildings on the site? Yes No
- or, (b) Has the Company entered into a contract to purchase the site? Yes No
14. If the Company is not the owner of project site, does the Company now lease the site or any buildings on the site? Yes No
(For leased project property, attach lease.)
15. If the project includes acquisition of the project site, is there a relationship, legal or by virtue of common control or ownership, between the Company and the seller of the project? Yes No
 If yes, describe this relationship:

16. Has construction work on this project begun? Yes No
17. If any space in the project is to be leased to third parties, indicate total square footage of the project, and amount to be leased to each tenant.

18. If any space in the project is to be leased to third parties, identify all tenants and describe the proposed facility use by each. (Complete questions in part III 1-7 for each Tenant).

**COMPLETE QUESTIONS 20 through 23 ONLY IF
THE PROPOSED FINANCING IS IN EXCESS OF \$1,000,000.00 AND IS FOR A
MANUFACTURING FACILITY**

19. List principal items or categories of equipment to be acquired as part of the Project:

20. List all capital expenditures with respect to this project:

	<u>Past 3 years</u>	<u>Next 3 years</u>
a. Land	_____	_____
b. Buildings	_____	_____
c. Equipment	_____	_____
d. Engineering	_____	_____
e. Architecture	_____	_____
f. Research / Development	_____	_____
g. Interest during construction	_____	_____
h. Legal fees	_____	_____
i. Other (please explain)	_____	_____
	_____	_____
TOTAL	\$ _____	\$ _____

Research and development expenses with respect to a facility must be treated as capital expenditures with respect to it. This would include research and development with respect to products to be produced at the facility and with respect to equipment to be used there. Research and development expenses applicable to the project under the foregoing rule must be treated as capital expenditure with respect to it even though the research and development work takes place in a different municipality or state.

Costs of molds, etc. to be used at a facility are capital expenditures even if paid by the customer. Costs of equipment to be moved to a facility are capital expenditures even if the purchase and initial use of the equipment occurred outside the municipality.

21. For manufacturing facilities, list capital expenditures with respect to **other facilities** of the Company or any related person, if the facilities are located in the same municipality. (See definition of municipality under question #25)

	<u>Past 3 years</u>	<u>Next 3 years</u>
a. Land	_____	_____
b. Buildings	_____	_____
c. Equipment	_____	_____
d. Engineering	_____	_____
e. Architecture	_____	_____
f. Research / Development	_____	_____
g. Interest during construction	_____	_____
h. Legal fees	_____	_____
i. Other (please explain)	_____	_____
	_____	_____
TOTAL	\$ _____	\$ _____

22. List the face amount of all tax-exempt financing previously arranged by or for the benefit of the principal user of the facility in the same municipality as the project.

<u>Date of Issue</u>	<u>Original Face Amount</u>	<u>Current Outstanding Balance</u>
_____	_____	_____
_____	_____	_____

(Municipality refers to an incorporated city or town or if the project is not in an incorporated city or town, to the unincorporated areas of the county in which it is located.)

23. Description of Costs. State the proposed uses of bond proceeds:

	<u>Amount</u>
a. Buildings	_____
b. Renovation	_____
c. Equipment	_____
d. Installation	_____
e. Engineering Fees	_____
f. Architectural Fees	_____
g. Interest during construction	_____
h. Legal Fees (your own counsel fees)	_____
i. Other (please explain)	_____

TOTAL	\$ _____

24. **Has the Company already made any of the above expenditures?** If yes, indicate particulars:

25. **Have any of the expenditures been incurred but not paid by the Company?** If yes, indicate particulars:

26. **Will any of the funds to be borrowed through the Authority be used to repay or refinance an existing mortgage or outstanding loan?** If yes, please indicate amount and purpose of original loan(s).

27. **Other Governmental Involvement.**

Have you contacted any other Governmental agency in reference to this project?

Yes No

If yes, Please indicate the agency and nature and status of the inquiry below:

28. **Reasons for Project:**

a. Briefly describe the reasons why this project is necessary and what effect it will have on your business:

b. What contribution will this project make to the economic growth of the state, and the community (city or town, and county) in which it is located (describe in detail)?

c. List all instate competitors and define the impact his project will have on each (be specific) and attach extra sheets as necessary.

d. If your business is unable to arrange suitable financing for this project what will be the impact on your Company and the State of Maine? Would your Company proceed with the Project without Authority financing? (Describe in detail):

29. Employment

- a. Employment at present time if Company is now in existence within the State of Maine and an estimate of such employment at the proposed location at the end of one and two years. Provide a summary of your present and future employment within the State of Maine.

	<u>Present</u>	<u>First Year</u>	<u>Second Year</u>
Full Time	_____	_____	_____
Part Time*	_____	_____	_____
Seasonal*	_____	_____	_____

* Estimate percent that total part time or seasonal working time bears to total annual full working time _____%.

- b. Title 10, Section 979 of the Maine Statute requires that an applicant submit an [Employment Plan](#) if the applicant employs 10 or more employees.
- c. Total. Estimate the annual payroll:
At present: \$ _____
In one year: \$ _____
Two years: \$ _____
- d. Does applicant agree, to the extent possible, to cooperate with the representations of the Departments of Labor and Health & Human Services regarding employment opportunities for recipients of the services of these Departments?
 Yes No

30. Environmental Questions

For exempt facilities projects--What pollutants, if any, would the project remove, alter, dispose of, or store?

31. For exempt facilities projects-- What environmental regulation is the project designed to meet?

CERTIFICATION

I have read the foregoing application and attachments and certify under penalty of perjury that the contents are true, contain no information or data that is false or incorrect and truly describe the project which is intended to be financed with the requested financing. I am authorized to submit this application on behalf of the applicant.

I acknowledge and agree, on behalf of the applicant, that the applicant is responsible for all costs incurred by the Finance Authority of Maine (hereinafter referred to as the "Authority") in connection with this application and all proceedings and transactions related to it, whether or not the proposed financing ultimately occurs and, if such financing does not occur, whether or not the failure to complete the financing is the applicant's choice.

Authorized person submitting application

Printed Name

Title

Date

Name of Business / Corporation / Partnership / Sole Proprietorship (select one)