

# Maryland

## Small Business & Entrepreneur Resource Guide

Open *for* Business





**Brick House, LLC  
1st VLT Loan Recipient**

The Brick House, Annapolis' only LEGO Learning Center, an early recipient of profits from the video lottery terminal (VLT) revenue loan fund, provides fun and engaging STEM classes for children 2 to 18. Created with the small business owner in mind, the State's VLT fund uses proceeds from Maryland's casinos to assist small, minority, and women-owned businesses—since its launch in 2012 the program has approved 143 loans, totaling \$16.9 million.

# Maryland Small Business & Entrepreneur Resource Guide

Small business owners are the mainstay of Maryland's economy. Whether you are an emerging entrepreneur, a veteran, a women-owned business or a minority business owner the Maryland Department of Commerce Office of Small Business Resources is committed to you. This resource guide will put you in touch with an extensive network of people and programs that includes help with permits and licensing, procurement and financing, and export assistance—all this and more to help you meet your business goals.

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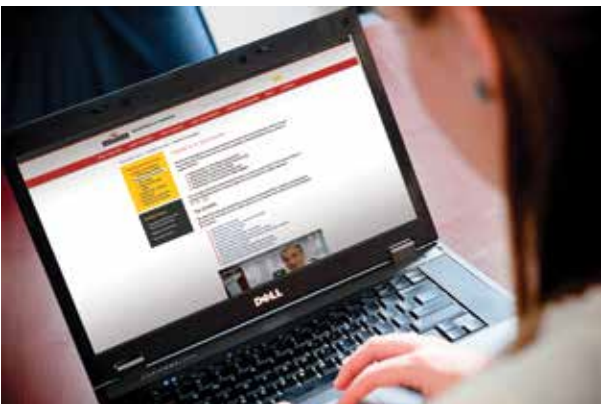
# Let's Talk Business

The Office of Small Business Resources is all about providing you, the small business owner, with the necessary tools you need for your business to grow, thrive and succeed. We will listen to your questions and if we don't have the answers we will get them. We can also help you:

- Navigate local, state and federal government regulations and processes
- Identify and connect to state and federal resources
- Understand permit and license requirement
- Access state and federal financing programs and a host of other services

**Visit [commerce.maryland.gov](http://commerce.maryland.gov)  
to learn about:**

- ▶ Starting or growing a business
- ▶ Building and site location assistance
- ▶ Business licensing information
- ▶ State and federal contracting opportunities
- ▶ Finance programs, tax credits and training grants
- ▶ Business advocacy
- ▶ Technology transfer information
- ▶ Export assistance and marketing



# Small Business Resources Contacts

The Office of Small Business Resources supports economic growth by providing personalized attention to businesses and acts as liaison and information provider to resolve small business concerns quickly and efficiently.

**Sean J. McEvoy, Director**

**Victor Clark, Jr., Program Manager**

Small Business Resources

SBR.Commerce@maryland.gov

410-767-6391

## Regional Field Contacts

The Maryland Department of Commerce Regional Growth and Retention team is geographically based to assist businesses in every corner of the state. Experienced and knowledgeable professionals provide easy access to Department programs and services and assist companies of all sizes seeking to expand their markets, their workforce, or their location within the state.

Assistance with a broad range of business needs include:

- Identifying funding sources
- Establishing customer/supplier connections
- Facilitating access to workforce and technical resources

### Regions/Counties

**Western Maryland** (Garrett, Allegany, Washington)

**Baltimore/Washington Corridor:**

- Frederick/Carroll
- Montgomery
- Prince George's
- Howard/Anne Arundel
- Baltimore City

**Northeastern Maryland** (Baltimore, Harford & Cecil)

**Southern Maryland** (Charles, Calvert & St Mary's)

**Upper Eastern Shore** (Kent, Queen Anne's Caroline, Talbot & Dorchester)

**Lower Eastern Shore** (Wicomico, Worcester and Somerset)

For more information and contacts, visit:  
[commerce.maryland.gov/local](http://commerce.maryland.gov/local)

# Key Maryland Business Financing Resources

| Target Audience   | Program Name and Sponsor  |
|---|---|
| <b>Small and disadvantaged businesses</b> that do not meet the established credit criteria of financial institutions and consequently are unable to obtain adequate business financing on reasonable terms through normal financing channels.   | <b>Maryland Small Business Development Financing Authority</b>                        |
| VLT fund uses 50% of the proceeds from Maryland's casinos to assist <b>small, minority, and women-owned businesses</b> located in targeted areas surrounding five Maryland casinos while 50% will be available to small, minority and women-owned businesses located throughout Maryland. | <b>Small, Minority and Women-Owned Business Account – Video Lottery Terminal Fund</b> |
| <b>Businesses owned by military reservists, veterans and National Guard members called to active duty.</b>  | <b>Military Personnel and Veteran-Owned Small Business Loan Program</b>               |
| <b>Manufacturers, wholesalers, service companies and skilled trades.</b>  | <b>Maryland Economic Adjustment Fund</b>  |
| Local, regional or statewide businesses in eligible industry sectors locating or expanding in a <b>Priority Funding Area</b> .  | <b>Maryland Economic Development Assistance Authority and Fund</b>                    |
| <b>Financial institutions</b> lending to commercial and industrial businesses (with the exception of retail), manufacturers, not-for-profit entities and day care providers.  | <b>Maryland Industrial Development Financing Authority</b>                            |

For additional information go to: [commerce.maryland.gov/funding](https://commerce.maryland.gov/funding) or contact the Office of Finance Programs at 877-821-0999.

## Products

## Uses

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|  |   |
|--|---|
| Loans<br>Loan Guarantees<br>Equity Investments<br>Contract Financing<br>Guarantees/Bonds | Working capital, supplies and materials, machinery and equipment acquisition, land acquisition or real estate improvements. Purchase of an existing business, construction or renovation bid, performance and payment bonds for contracts, which receive the majority of their funding from federal, state or local government. |
|--|---|

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|       |  |
|-------|--|
| Loans | Business acquisition, commercial real estate acquisition, building improvements, equipment purchase, leasehold improvements, business startup costs and working capital. |
|-------|--|

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|                   |  |
|-------------------|--|
| No-Interest Loans | Acquisition of equipment or for the payment of other necessary expenses, including general business expenses necessary to start or sustain a business. |
|-------------------|--|

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|       |   |
|-------|---|
| Loans | Working capital, machinery and equipment, building renovations, real estate acquisitions and site improvements. |
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|   |   |
|---|---|
| Loans<br>Conditional Loans<br>Grants<br>Investments | Land acquisition, infrastructure improvements, buildings, fixed assets, leasehold improvements, working capital, studies, strategic plans, revolving loan funds and special purposes. |
|---|---|

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|                          |  |
|--------------------------|--|
| Loan Guarantees<br>Bonds | Land acquisition, building acquisition, construction costs, machinery and equipment, furniture and fixtures, leasehold improvements, certain eligible "soft costs," energy-related projects and working capital. |
|--------------------------|--|

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# Startup Checklist

Starting your business can be an exciting and challenging undertaking. To ensure success it is important for you to be familiar with the basic requirements in Maryland. The following checklist provides a good starting point.

- Select a business structure
- Create and register your business
- Obtain personal property tax information
- Register your business trade name
- Obtain federal, state, county and local tax information
- Check county and local zoning requirements
- Check state and local license requirements
- Obtain and complete your application for a Maryland business license

For detailed information regarding each topic visit [commerce.maryland.gov](http://commerce.maryland.gov)

## Online Business Registration

**Maryland's online business registration system, Maryland Business Express, allows business owners to easily register new businesses and state tax accounts in just a few days. The system is accessible 24/7 at [commerce.maryland.gov/process](http://commerce.maryland.gov/process).**

## Small Business Resources

Looking for more help in your early stage business planning? Numerous small business development networks are ready to provide advice, support, training, and more to entrepreneurs and small businesses across the state.

### Networks

#### **Maryland Small Business Development Center Network (MDSBDC)**

[mdsbdc.umd.edu](http://mdsbdc.umd.edu)

The MDSBDC network provides services to current and prospective small business owners in Maryland. Regional offices provide resources and referral services to assist Maryland businesses develop,



expand and compete globally. Services include:

- Free individual, confidential counseling
- Market and industry research
- High-quality training
- Business plan assistance
- Accessing capital

### **MDSBDC Regional Offices:**

#### **Western**

Serving Allegany, Frederick, Garrett and Washington counties

[marylandsbdc.org/western](http://marylandsbdc.org/western)

888-237-9007

#### **Central**

Serving Baltimore City, Anne Arundel, Baltimore and Howard counties

[marylandsbdc.org/central](http://marylandsbdc.org/central)

877-421-0830

#### **Northern**

Serving Carroll, Cecil and Harford counties

[marylandsbdc.org/northern](http://marylandsbdc.org/northern)

443-412-2237

#### **Capital**

Serving Montgomery and Prince George's counties

[marylandsbdc.org/capital](http://marylandsbdc.org/capital)

301-403-0501

#### **Southern**

Serving Calvert, Charles and St. Mary's counties

[marylandsbdc.org/southern](http://marylandsbdc.org/southern)

301-934-7583

#### **Eastern**

Serving Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester counties

[marylandsbdc.org/eastern](http://marylandsbdc.org/eastern)

800-999-7232

### **United States Small Business Administration (SBA)**

[sba.gov](http://sba.gov)

SBA provides financial, technical and management assistance to start, run and grow a business. The agency's services include information on procurement assistance, the Small Business Innovation Research program and surety bonding.

SBA's Baltimore District Office serves most of Maryland with the exception of Montgomery and Prince George's counties, which are served by the Washington, D.C. District Office.

**Baltimore Office:** 410-962-6195

**Washington, D.C. Office:** 202-272-0345

## **Service Corps of Retired Executives (SCORE)**

800-634-0245

[score.org](http://score.org)

SCORE is a volunteer association sponsored by the Small Business Administration. SBA staff matches volunteer business management counselors with clients in need of expert advice, helping them identify problems, determine the causes and find solutions. All individual and team counseling is free and confidential; a nominal fee is charged for seminars and workshops.

SCORE also provides online workshops, business plan and financial templates to walk through the business planning process, a free business financing guide, a free internet marketing workbook and sample business plans. SCORE's website, "Small Biz Resource Links," features these topics:

**Biz Planning and Managing**

**Communications and Human Resources**

**Finance**

**Franchising**

**Government, International Trade, Legal and Tax**

**Sales and Marketing**

**Technology and Internet**

**US Small Business Administration**

## **Permits, Licensing and Regulations**

Numerous resources are available for information on business licensing and registrations, occupational licenses, taxes and other regulatory and compliance issues.

### **Maryland Business Express**

888-963-EGOV (3468)

[maryland.gov/businessexpress](http://maryland.gov/businessexpress)

The Maryland Business Express website allows you to:

- Register your new business and form the legal business entity with the Maryland Department of Assessments and Taxation
- Register a business trade name with the Maryland Department of Assessments and Taxation
- Establish your necessary tax accounts with the Comptroller of the Treasury
- Submit your business personal property return filings and order certified copies

All filings through the Express website will be processed by the Maryland Department of

Assessments and Taxation within seven business days. After completing the online registration process, you will receive all the necessary licenses and account numbers for your business. This electronic government service includes a convenience fee for payments processed through this website. Payments can be made using Visa, MasterCard, Discover and American Express.

### **Department of Assessments and Taxation**

888-246-5941

[dat.maryland.gov](http://dat.maryland.gov)

Registers companies to do business in Maryland, issues business charters, registers trade names and provides corporate information as well as accepts annual reports/personal property returns.

### **Maryland Comptroller Taxpayers Assistance Program**

410-260-7980 or 1-800-638-2937

[comp.state.md.us](http://comp.state.md.us)

Provides businesses with information about sales, income and withholding taxes.

### **Department of Natural Resources**

877-620-8367

[dnr.maryland.gov](http://dnr.maryland.gov)

Provides licensing and regulatory services for watermen, taxidermists, waterfowl operations, fur dealers, charter boats, tree experts, foresters, forest products operators and fisheries.

#### **Licensing Agents Initiative**

410-260-3220

[dnr.maryland.gov/service](http://dnr.maryland.gov/service)

Authorizes businesses to sell various licenses issued by the Department of Natural Resources (i.e. hunting, fishing) to the public.

### **Maryland Department of Labor, Licensing and Regulation (DLLR) Division of Occupational and Professional Licensing**

410-230-6231

[dnr.maryland.gov/service](http://dnr.maryland.gov/service)

DLLR's Division of Occupational and Professional Licensing is responsible for licensing and regulating the activities of individuals, corporations and partnerships. Twenty-three occupations and professions require licensing. For a complete listing go to [dllr.state.md.us/license](http://dllr.state.md.us/license)

## **U.S. Department of Labor Foreign Labor Certification Employment and Training Administration**

[foreignlaborcert.doleta.gov](http://foreignlaborcert.doleta.gov)

### **Foreign Labor Certification Program**

Provides assistance to U.S. businesses that must file for labor certification for foreign workers hired on a seasonal, peak load, intermittent or permanent basis.

## **Maryland Department of the Environment Permits Service Center**

410-537-3000

[mde.maryland.gov](http://mde.maryland.gov)

MDE provides compliance and permitting assistance for small businesses with air, waste and water permits. MDE's Environmental Permits Service Center provides pollution prevention information and assistance to businesses. Free, on-site pollution prevention opportunity assessments are available through the University of Maryland Manufacturing Assistance Program.

# Business Growth

## Workforce Development

### **Maryland Apprenticeship and Training Program (MATP)**

410-767-2246

[dllr.maryland.gov/labor](http://dllr.maryland.gov/labor)

Maryland Department of Labor, Licensing and Regulation's MATP provides free technical assistance for employers who wish to establish apprenticeship programs, combining full-time employment with related classroom instruction. More than 3,000 Maryland employers participate in 100+ skilled trades and crafts throughout Maryland.

### **Maryland Workforce Exchange**

410-767-2173

[mwejobs.maryland.gov](http://mwejobs.maryland.gov)

Maryland Workforce Exchange provides local, statewide and national exposure of job openings through the web-based CareerNet, which is linked to the America's Job Bank website. The one-stop recruitment centers provide access to telephones, fax machines, copiers and the Internet. Assistance is available with recruitment of veterans, minorities and individuals with disabilities to help businesses meet

their Equal Employment Opportunity affirmative action requirements.

### **Workforce Investment Act (WIA)**

410-767-2825

[dllr.maryland.gov](http://dllr.maryland.gov)

Initiatives under WIA provide assistance to businesses through on-the job training (OJT) and customized training programs. Under the OJT program, employers hiring eligible job seekers may receive financial assistance for training provided within the OJT contract period. The OJT contract is a vehicle for developing job skills for the new employee, but it also helps defray the employer's up-front training costs. In addition, employers requiring specific job skill sets may need training components to provide incumbent workers and new employees with these new job skills. Customized training programs provide workers with tailored job skills.

## **Procurement and Certification**

### **Business to Government (B2G)**

[commerce.maryland.gov/b2g](http://commerce.maryland.gov/b2g)

The Maryland Department of Commerce offers resources to assist businesses seeking to work with state and federal government agencies. The resources include a "how-to" guide, state and local resources contacts, federal and state contracting opportunities, news and events as well as upcoming government contracting events.

### **Maryland Procurement Technical Assistance Program (PTAP)**

301-403-2740

[mdptap.umd.edu](http://mdptap.umd.edu)

PTAP is a program of the Maryland Small Business and Technology Development Center Network (SBTDC) designed to help small and minority businesses identify, bid on and perform on federal government prime and sub-contracts. Maryland Department of Commerce and the Defense Logistics Agency of the United States Department of Defense fund this program in cooperation with the SBTDC and the University of Maryland, College Park.

### **Governor's Office of Minority Affairs (GOMA)**

410-767-8232

[goma.maryland.gov](http://goma.maryland.gov)

Maryland's "one-stop shop" for information and support to help women and minority businesses navigate the state's procurement and certification

processes. GOMA acts as ombudsman for more than 200,000 minority and women-owned businesses throughout the entire business lifecycle. GOMA oversees the state's Minority Business Enterprise (MBE) program for all state agencies.

### **Maryland Department of Transportation (MDOT) Minority/ Disadvantaged Business Enterprise Program**

410-865-1269 or 800-544-6056

[mdot.state.md.us](http://mdot.state.md.us)

MDOT is the uniform certification agency for Maryland. It conducts certification reviews for all state agencies, including MDOT agencies with federal regulatory responsibility, such as the Maryland Aviation Administration, the Maryland State Highway Administration and the Maryland Transit Administration.

Companies that receive certification as a Minority Business Enterprise/Disadvantaged Business Enterprise (MBE/DBE) gain greater exposure for work opportunities on state and federally funded projects. The names of all certified firms appear in the MBE/DBE Directory, a reference manual that is widely distributed to all state departments, agencies, local governments, contracting, and business communities and the general public.

### **Small Business Reserve Program**

410-767-1492

[emaryland.buyspeed.com](http://emaryland.buyspeed.com)

The Small Business Reserve Program, administered by the Governor's Office of Minority Affairs through the Department of General Services (DGS), requires 22 state agencies to reserve 10% of the value of their annual procurements for bidding by qualified small businesses as prime contractors. Small business owners may register at the DGS website and click on the Small Business Reserve icon.

### **eMaryland Marketplace**

[emaryland.buyspeed.com](http://emaryland.buyspeed.com)

Maryland uses web-based eMaryland M@rketplace to create solicitations, accept bids and make awards, and purchase goods through on-line catalogs. Eligible organizations include state agencies, counties, cities, towns, enumerated school districts or any other political subdivision of the state. For additional information or to register, visit the DGS website.

## **Maryland Department of General Services, Small Business Preference Program**

410-767-1492

[dgs.maryland.gov/small-business](https://dgs.maryland.gov/small-business)

The Small Business Preference Program helps ensure that small businesses receive a portion of the state's total purchases of equipment, materials and supplies. Once a small business is certified, it may participate in the required bidding process. Bids under this program are solicited from small and regular bidders.

## **United States Small Business Administration [8(a)] Business Development Program**

1-800-827-5722

[sba.gov/8abd](https://sba.gov/8abd)

The SBA [8(a)] Program assists minority businesses by improving their ability to compete on an equal basis in the mainstream of the American economy. The program uses one-on-one counseling and training workshops, offers assistance in expanding into contracting activity with the federal government and provides information on the process of meeting financial and bonding needs. To participate, a business must be at least 51% owned and operated by an individual certified as socially and economically disadvantaged and must have been in existence two full years before applying.

## **Technology Development**

Are you an entrepreneur looking to develop, transfer or accelerate a technology-based product? Check out these dynamic state collaborators and partners:

### **Maryland Technology Development Corporation (TEDCO)**

410-740-9442 or 800-305-5556

[tedco.md](https://tedco.md)

TEDCO facilitates the transfer of technology from university and federal laboratories to the private sector. TEDCO's funding programs support collaborative research and product development, accelerating the growth of emerging technology companies in critical and high-growth sectors.

### **Maryland Industrial Partnerships Program (MIPS)**

301-405-3891

[mips.umd.edu](https://mips.umd.edu)

MIPS provides matching state funds for joint industry/university research and development projects in engineering, computer technology, physical sciences and life sciences. Maryland Department of Commerce

provides funding to the University of Maryland's engineering research center to support departmental projects.

### **University of Maryland Technology Advancement Program (TAP)**

301-314-7805

[tap.umd.edu](http://tap.umd.edu)

TAP is a leading incubator that assists early-stage companies in achieving their goals. TAP provides a unique bundle of services and resources to speed the maturation of young firms, ranging from intense mentoring and funding introductions to extensive technical resources and a low-cost infrastructure.

### **Maryland Technology Enterprise Institute (MTECH), Bioprocess Scale-Up Facility**

301-405-3906

[mtech.umd.edu](http://mtech.umd.edu)

The Bioprocess Scale-Up Facility (BSF) is MTECH's modern bioprocessing laboratory dedicated to the development and scale-up of biotechnology products and processes. The BSF has helped accelerate the R&D of local biotechnology leaders as well as assist Maryland biotech startups throughout the state.

### **Export Assistance**

410-767-6300

[commerce.maryland.gov/exports](http://commerce.maryland.gov/exports)

The Maryland Department of Commerce Office of International Investment and Trade (OIIT) offers export assistance for small and mid-sized Maryland companies and coordinates international trade and investment missions and trade show opportunities for Maryland companies.

#### **Export MD**

Maryland companies that receive an ExportMD Award are eligible to be reimbursed for up to \$5,000 in expenses associated with an international marketing initiative.



## Employee Health Care Insurance

### **Maryland Health Connection Exchange (MHCE)- Small Business Health Options Program**

855-642-8572

[marylandhealthconnection.gov/business-owners](http://marylandhealthconnection.gov/business-owners)

MHCE is the state's official health insurance marketplace where businesses, with 50 or fewer full-time-equivalent employees, can compare and enroll their employees for health insurance coverage using the **Small Business Health Options Program (SHOP)**.

In addition, the **Small Business Health Care Tax Credit** is available for plans purchased through the MHCE and may be claimed for any two consecutive years beginning in 2014. Small businesses will still be able to deduct any premium costs not covered by the tax credit. If you are a qualifying small business, up to 50% of your contribution to employee premiums (or 35% if a tax-exempt small employer) may be covered by the tax credit.

## Capital Resources

The Maryland Department of Commerce provides specialized finance programs and tax credit incentives for entrepreneurs, veteran-owned businesses and small, minority and women-owned businesses offering assistance with a variety of needs including:

- Modernization of manufacturing equipment
- Land acquisition and infrastructure improvements
- Machinery and equipment purchase
- Development of commercial opportunities
- Financing for the economically disadvantaged

To learn more about the programs below call the Department's Office of Finance Programs at 877-821-0099 to help determine your eligibility for certain programs or visit [commerce.maryland.gov/fund](http://commerce.maryland.gov/fund).

### **Small, Minority and Women-Owned Business Account-Video Lottery Terminal Fund (VLT)**

Created with the small business owner in mind, the State's VLT fund uses proceeds from Maryland's casinos to assist small, minority, and women-owned businesses located in targeted areas surrounding five Maryland casinos: Maryland Live in Anne Arundel County, Hollywood Casino Perryville in Cecil County, Rocky Gap in Allegany County, Ocean Downs in

Worcester County and Horseshoe Casino in Baltimore City. At least 50% of the VLT allocations will support small, minority and women-owned businesses located within a 10-mile radius of the casinos. The other 50% will be available to small, minority and women-owned businesses located throughout Maryland.

To identify the VLT Fund Manager in your area go to: [commerce.maryland.gov/vlt](http://commerce.maryland.gov/vlt)

### **Military Personnel and Veteran-Owned Small Business Loan Program**

MPVSBLP provides no-interest loans of up to \$50,000, from one to eight years, for businesses owned by military reservists, veterans, National Guard personnel and for small businesses that employ, or are owned by, such persons.

### **Maryland Small Business Development Financing Authority**

Provides financing for small businesses that are not able to qualify for financing from private lending institutions or are owned by socially and economically disadvantaged persons.

### **Maryland Economic Development Assistance Authority Fund**

A flexible, broad-based program providing below market, fixed rate direct assistance to growth industry sector businesses, locating or expanding in Priority Funding Areas of the state. Funding for special purpose programs include arts and entertainment, brownfields, child care centers and seafood and aquaculture.

### **Maryland Industrial Development Financing Authority**

Encourages private sector financing in economic development projects located in Priority Funding Areas. MIDFA can be used for land acquisition, building acquisition, construction costs, machinery and equipment, furniture and fixtures, leasehold improvements, certain eligible "soft costs," energy-related projects and working capital.

### **Maryland Economic Adjustment Fund**

Assists business entities in the state with modernization of manufacturing operations, development of commercial applications for technology, and exploring and entering new markets.

# Tax Credits

Tax credits provide new and existing businesses in various activities, industries and geographic locations with the opportunity to reduce costs, spur investment and create jobs through targeted tax incentives.

For additional tax credit qualifications, certification or application assistance contact the Maryland Department of Commerce Office of Finance Programs at 877-821-0099 or go to Funding & Incentives at [commerce.maryland.gov/fund](http://commerce.maryland.gov/fund).

## **Biotechnology Investment Incentive Tax Credit**

BIITC provides an investor with income tax credits equal to 50% of an eligible investment in a Qualified Maryland Biotechnology Company (QMBC). The program supports investment in seed and early stage biotech companies to promote and grow the biotech industry in Maryland.

## **Cybersecurity Investment Incentive Tax Credit**

CIITC provides a refundable income tax credit to Qualified Maryland Cybersecurity Companies (QMCCs) that secure investment for investors. The purpose of this new program is to incentivize and attract cybersecurity companies to startup in or move to Maryland; and to attract investment to cybersecurity companies in order to help them grow, create jobs and retain intellectual property in Maryland.

## **Employer Security Clearance Costs Tax Credit**

ESCC provides income tax credits for expenses related to federal security contracts. Businesses that incur qualified federal security clearance administrative expenses may qualify for a tax credit up to \$200,000. The business may qualify for a 50% tax credit up to \$200,000 for costs related to constructing or renovating a Sensitive Compartmented Information Facility (SCIF).

## **Enterprise Zone Tax Credit**

The EZ program provides real property and state income tax credits for businesses located in a Maryland Enterprise Zone in return for job creation and investments. Businesses located in Focus Areas may also be qualified for personal property tax credits on new investment in personal property and enhanced income tax credits for creating new jobs.

### **Job Creation Tax Credit**

Businesses that create a minimum number of new full-time positions may be entitled to state income tax credits of up to \$1,000 per job or \$1,500 per job in a “revitalization area.”

### **One Maryland Tax Credit**

Businesses that invest in an economic development project in a “qualified distressed county” and create at least 25 new full-time jobs may qualify for up to \$5.5 million in state income tax credits.

### **Research and Development Tax Credit**

Businesses with qualified research and development expenses in Maryland are entitled to a tax credit if eligible and certified by the Department.

### **Wineries and Vineyards Tax Credit**

Provides an income tax credit of 25% of qualified capital expenses made in connection with the establishment of new wineries or vineyards, or the capital improvements made to existing wineries or vineyards in Maryland.

## **Other Maryland Financing and Incentive Programs**

### **Maryland Department of Housing and Community Development (DHCD) Division of Neighborhood Revitalization**

410-514-7288 or 1-800-756-0119

[dhcd.state.md.us](http://dhcd.state.md.us)

DHCD's Division of Neighborhood Revitalization (NR) is committed to empowering communities through its programs for loans, grants, technical assistance and tax credits. Assistance through NR is designed to serve as a tool for communities, business and organizations to leverage additional funding from investors, foundations and local governments.

### **Maryland Capital Access Program (MCAP) 410-514-7237**

A revitalization resource to support the growth and success of small businesses in Priority Funding Areas throughout the State of Maryland. This is a credit enhancement program that enables private lenders to establish a loan loss reserve fund from fees paid by lenders, borrowers, and the State of Maryland. Communities that have small businesses

receiving financing through loans enrolled will benefit from new or expanded services provided by the small businesses.

### **Maryland Linked Deposit Program**

410-514-7237

Reduces the interest rate on loans obtained from participating banks. Certified MBEs that notify the Maryland DHCD prior to obtaining qualifying loans from enrolled financial institutions may be able to receive up to a 2% discount on their loan(s).

### **Neighborhood Business Works Program**

410-514-7237

Provides flexible gap financing in the form of below-market interest rate loans to small businesses and nonprofit organizations locating or expanding in locally designated neighborhood revitalization areas.

### **Work Opportunity Tax Credit**

Maryland Department of Labor, Licensing and Regulation

410-767-2047

[dllr.maryland.gov](http://dllr.maryland.gov)

This one-time federal tax credit is available to employers who hire new employees from a qualified population of low-income groups, including workers with disabilities. The credit is up to 40% of the first \$6,000 in paid wages if the individual works a minimum of 180 days or 400 hours; or up to 25% of the first \$6,000 in paid wages if the individual works a minimum of 120 hours but less than 400 hours. An employer may claim an unlimited number of employees.

### **Small Business Health Care Tax Credit**

410-235-9000

[smallbusinessstaxcredits.org](http://smallbusinessstaxcredits.org)

Small employers with fewer than 25 full-time equivalent employees and average annual wages of less than \$50,000 that purchase health insurance, including dental and vision, for employees are eligible for the federal tax credit. To be eligible for a tax credit, the employer must contribute at least 50% of the total premium cost. Businesses that receive state health care tax credits may also qualify for the federal tax credit.

# Business Incubators

[commerce.maryland.gov/incubators](http://commerce.maryland.gov/incubators)

## Capital Region

Frederick Innovative Technology Center, Inc. (FITCI)

Association for Entrepreneurial Science (AES)

Bethesda Green Business Incubator

Germantown Innovation Center

Rockville Innovation Center

Silver Spring Innovation Center

Wheaton Business Innovation Center

Bowie Business Innovation Center

Business & Technology Growth Center at University  
Town Center

Maryland International Incubator (MI2)

Prince George's County Technology Assistance Center

Technology Advancement Program (TAP)

## Greater Baltimore

Chesapeake Innovation Center

Emerging Technology Centers (ETC) - Haven Campus  
ETC, Eastern Campus ETC

Betamore

BioInnovation Center

FastForward Accelerator

Life Sciences Incubator @ bwtech

Cyber Incubator @ bwtech

Maryland Clean Energy Technology Incubator  
@ bwtech (CETI)

TU Incubator

Harford Business Innovation Center (HBIC)

The GroundFloor at Harford

Maryland Center for Entrepreneurship – Innovation  
Catalyst (iCat)

## Western Maryland

Garrett Information Enterprise Center

Technical Innovation Center at Hagerstown Community  
College

## Eastern Shore

Salisbury Airport Incubator

Worcester County Small Business Incubator

## Southern Maryland

TechFire



## **CHUTES International**

### **Expands Manufacturing Operations**

CHUTES International, producer of a variety of plastic and metal laundry and trash chutes, is expanding its manufacturing operations in Waldorf. With a larger, 43,000-square-foot facility, CHUTES plans to add at least 15 new employees. The Maryland Department of Commerce assisted with the expansion by approving a \$155,000 loan through the Maryland Economic Development Assistance Authority and Fund (MEDAAF) program.



World Trade Center

401 E. Pratt Street • Baltimore, MD 21202

888-246-6736 • [commerce.maryland.gov](http://commerce.maryland.gov)