

MSFA

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Page Name	<input type="text" value="Attach Require Documents and Certify Completeness"/>
Short Description	<input type="text" value="Page 5"/>
	<div style="display: flex; justify-content: space-around;"> SAVE BACK TO LIST </div>
	<div style="border: 1px solid black; padding: 5px; text-align: center;">MANAGE QUESTIONS FORM</div>
Required Documents	<p>Be prepared to upload the following required documents - <u>save documents in PDF format before uploading.</u></p> <ul style="list-style-type: none"> • Company resolution acknowledging that the company is authorized to enter into a loan administered through the MSFA's VCAF and Maryland Military Department: Click to see example • Letter from the company's local government regarding 508 funds availability or denial: Click to see example • Letter from the company's local government regarding Local Government funds available (in addition to 508 funds if granted) or denial: Click to see example • Company financial statements for the two fiscal years immediately prior to the fiscal year in which the application is made – include audited financial statements if available: Click to see example • Any available audit of the financial statements: Click to see example • IRS Form 990 (or official form used for Federal Tax submission) for each year presented on the financial statements: Click to see example • Copy of the equipment/facility specification (condensed version): Click to see example • Evidence of 3 competitive bids (copies of official proposals from vendors – can be cover letter with cost data: Click to see example
Articles of Incorporation	<p>Review the following information obtained from the State of Maryland. If corrections are needed, notify your VCAF representative</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Choose File</div> No file chosen
MSFA Credentials	<p>Are current Company credentials on file with the MSFA.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Resolution Acknowledging	<p>Upload your company resolution. <u>All Board of Director members must sign the resolution.</u> Save the document as PDF before submitting</p>

Authorization to Enter Into a Loan or Grant	<input type="button" value="Choose File"/> No file chosen
Local Government 508 Funding Letter	Upload your local government's letter that shows whether or not the they will provide 508 funds for the project (in addition to local government funds). Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Local Government Funding Letter	Upload your local government's letter that shows whether or not the they will provide funds for the project (in addition to 508 funds). Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Additional Documentation in Support of Local Government Funding	Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Additional Funding Documentation	Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Year 1 - Financial Statement	Upload company's financial statement for the fiscal year immediately prior to the fiscal year in which the application is submitted. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Audit/Supporting Information for Year 1 Financial Statement	If available, upload the corresponding financial audit or supporting information. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Year 2 - Financial Statement	Upload company's financial statement that follows Year 1. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Audit/Supporting Information for Year 2 Financial Statement	If available, upload the corresponding financial audit or supporting information. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Year 1 - IRS Tax Forms	Upload the company's IRS Form 990 (or official form used for Federal Tax submission) for the fiscal year immediately prior to the fiscal year in which the application is submitted. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Additional Documentation	Save document as PDF before submitting

in Support of Year 1 Tax Information	<input type="button" value="Choose File"/> No file chosen
Year 2 - IRS Tax Forms	Upload the company's IRS Form 990 (or official form used for Federal Tax submission) for the fiscal year that follows Year 1. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Additional Documentation in Support of Year 2 Tax Information	Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Additional Documentation in support of finances	Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Copy of the Equipment/Facility Specification (condensed version)	Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Bid Document #1	Upload company's bid document recieved from the vendor. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Bid Document #2	Upload company's bid document recieved from the vendor. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Bid Document #3	Upload company's bid document recieved from the vendor. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Additional Documentation in Support of Bids	Upload additional bid or information that supports bids. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Other than Low Bid Justification	If the company is selecting other than low bid, upload the company's justification for the selection. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen
Sole Source Justification	If the company is selecting a single vendor procurement, upload the company's justification for this process. Save document as PDF before submitting <input type="button" value="Choose File"/> No file chosen



Before You Submit...

Please make sure that your application is 100% complete. Incomplete applications will not be accept or reviewed by the MSFA VCAF Committee.

Once you and your VCAF representative are satisfied that your application is ready for VCAF Committee review, read the "Confirm" section below, click the checkbox and then "Save and Finalize" to submit the application.

Also, please plan to have a company representative attend the VCAF Committee meeting and the MSFA Executive Committee Meeting. Companies that fail to have an attendee at either meeting will have their application disqualified and returned as incomplete.

Confirm

I hereby solemnly declare and affirm under the penalties of perjury that the information contained in this application and the attached financial statements are true and correct to the best of my knowledge, understanding and belief. I further certify that the volunteer company applied for money from its local government.

Application Approval Dates (Committee Use Only)

VCAF Application Number

Pre-approval Notes

Document issues that delayed any of the approvals and note remedies.

Date of Application

Date the Company Finalized their Application

VCAF Approval

Date the VCAF committee approved forwarding to Exec Com

	<input type="text"/>
Exec Com Approval	Date Executive committee approved forwarding to Board of Public Works <input type="text"/>
Submitted to MMD	Date VCAF committee submitted application to MMD for BPW approval <input type="text"/>
BPW Approval	Date the Board of Public Works approved the loan and/or grant <input type="text"/>
Company's Desired Settlement Date	Date the company expects to complete the project or take delivery of equipment <input type="text"/>
Settlement Docs Submitted to MMD	Date the company sent their settlement binder to MMD <input type="text"/>
Settlement	The date MMD settled the company's loan and/or grant <input type="text"/>