Company and Point of Contact Information

Provide the legal name of the Company requesting assistance - the company name found on incorporation and tax documents

Company's Federal tax number

Street Address

Line 2

City

Country

Select

State / Province

Zip / Postal Code

What Maryland County is the Company Located In

Select

Station's primary telephone number
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company's Website</td>
<td>Provide the Company's web address or N/A if none</td>
</tr>
<tr>
<td>First Name</td>
<td>Company's primary point of contact</td>
</tr>
<tr>
<td>Last Name</td>
<td>Company's primary point of contact</td>
</tr>
<tr>
<td>POC's Position</td>
<td>Select</td>
</tr>
<tr>
<td>Contact's Primary Phone Number</td>
<td>Provide a primary phone number for the company's primary point of contact</td>
</tr>
<tr>
<td>Contact's Alternate Phone Number</td>
<td>Provide a valid alternate phone number or N/A if none</td>
</tr>
<tr>
<td>Contact's Primary Email Address</td>
<td>Provide the primary email address for the Company's primary point of contact</td>
</tr>
<tr>
<td>Contact's Alternative Email Address</td>
<td>Provide an alternate email address or N/A if none</td>
</tr>
</tbody>
</table>
Page Name: New Equipment/Facility and Funding Information

Short Description: Page 2

Asset Information:

Describe the Asset Being Acquired: Provide a brief description of what the company will buy/build using the requested VCAF allocation. The description must provide enough information for the reviewers to understand what is being purchased or built.

Location of Asset: Enter "Same" if the same as "Company Address". If the asset will be housed or the building is being built at a location different than the Company address, provide that information and a brief explain as to why a different location (Station-B, etc.)

Asset Title Holder: Enter "Same" if the same as "Company Name". If different, provide pertinent information and a brief explain as to why it is different.

Contract or Bid Cost: Provide the total bid cost for the equipment or facility (copy of Contract/Bid is required).

Funding Information:

Form of Assistance: Select whether your company is requesting a loan or a grant. If you are applying for both, then you must complete two separate applications.

Amount of Funding Being Requested: (e.g. $350,000.00) This is the total amount of funding your company is requested for the loan and/or grant. Remember the guidelines—
<table>
<thead>
<tr>
<th>Requested</th>
<th>( \text{maximum request for an equipment loan is 75% of total cost and} ) 70% for a grant. Maximum request for a facility loan and grant is 50% of the total construction cost (maximum of $2.5M). The company must have available 25% of the total project cost for a loan or 30% available for a grant. Combined loans (VCAF and commercial) for the project cannot exceed 80% for a loan and cannot exceed 70% for a grant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Funding for</td>
<td>Provide an explanation as to where the company will obtain the balance of funds for the equipment or facility. This can be the company bank account, Senator Amos Funds (508), and/or commercial loan - example being: Cash reserves: $38,000 and FY2013 Sen. Amoss Funds: $150,000 Total company funding is $188,000.00 or 30.44% of the contract cost</td>
</tr>
<tr>
<td>Balance not Provided from the VCAF</td>
<td></td>
</tr>
</tbody>
</table>
| Is the Existing Asset Insured? | Will the Loan or Grant be used to replace or repair eligible items to the extent that insurance proceeds are available for those purposes  
- Yes  
- No |
| Is the Company Refinancing a Debt? | Will the Loan or Grant be used to refinance a debt or other obligation of the Company  
- Yes  
- No |
| Is the Company Applying for a Loan or a Grant? | Select one - it will prompt additional questions for a grant. If applying for both a loan and a grant, two separate application forms must be submitted  
- Grant  
- Loan |
| Loan Term |  
- Ladder Truck - Up to 20 years  
- Rescue Squad - Up to 20 years  
- Engine - Up to 20 years  
- Tanker - Up to 15 years  
- Ambulance - Up to 7 years  
- Special Unit, Flood Light, Air Unit, Mini Squad, Boat - Up to 7 years  
- Brush Unit - Up to 5 years  
- Rescue Tools, SCBA, Turn Out Gear - Up to 5 years  
- Facility Loan - Up to 30 years |
<p>| How Many Years is the Loan Being | Indicate 1 year for a Grant |</p>
<table>
<thead>
<tr>
<th>Requested For?</th>
<th>Which Payment Option is Requested?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indicate Monthly / Quarterly / Semi-Annually / Annually - for the company's payment schedule - most company's select annually</td>
</tr>
<tr>
<td></td>
<td>Select ▼</td>
</tr>
</tbody>
</table>
MSFA

PROGRAMS

APPLICANTS

JUDGES

INVOICES

PUBLIC SETTINGS

SYSTEM SETTINGS

SYSTEM Logs

GET HELP

LICENSE / BILLING

Overview  Submissions  Judging  Finance  Tools  Round Settings

Program Settings  application - CY2018 > VCAF Committee Judging > Submission Form

Page Name
Current Equipment/Facility Information

Short Description
Page 3

SAVE  BACK TO LIST

MANAGE QUESTIONS FORM

Current Asset Information
Information on this page is required if the company is replacing a vehicle, facility or other equipment. The information is specific to the vehicle, facility or equipment being replaced - age, condition, etc.

If the company is purchasing/building something new - not a replacement - skip this page.

Vehicle Year / Facility Built Date
Select

Vehicle / Facility Age:

Vehicle / Facility Condition:
Select

Vehicle Mileage:
If replacing a vehicle, the mileage of the old vehicle is required

Pump Test Results:
Provide summary of results (example: pump failed see attached report or pump is in good operating condition), or if available attach a copy of the test result report
<table>
<thead>
<tr>
<th>Test Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pump Test Results</td>
<td>PDF files encouraged&lt;br&gt;Choose File</td>
</tr>
<tr>
<td>Ladder Test Results</td>
<td>PDF files encouraged&lt;br&gt;Choose File</td>
</tr>
<tr>
<td>Maintenance Costs Incurred to Keep Vehicle in Service</td>
<td>PDF files encouraged&lt;br&gt;Choose File</td>
</tr>
</tbody>
</table>
Justification for the VCAF Loan or Grant

Page 4

Click here to see an example Justification (Write the justification as a Word document and then cut and paste into the sections below.)

Overview of Your Fire Department

Justification for the Loan
**Required Documents**

- 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**

Review the following information obtained from the State of Maryland. If corrections are needed, notify your VCAF representative.

- Choose File: No file chosen

**MSFA Credentials**

- Are current Company credentials on file with the MSFA?
  - Yes
  - No

**Company Resolution Acknowledging**

Upload your company resolution. All Board of Director members must sign the resolution. Save the document as PDF before submitting.
Authorization to Enter Into a Loan or Grant

Local Government 508 Funding Letter
Upload your local government's letter that shows whether or not they will provide 508 funds for the project (in addition to local government funds). Save document as PDF before submitting

Local Government Funding Letter
Upload your local government's letter that shows whether or not they will provide funds for the project (in addition to 508 funds). Save document as PDF before submitting

Additional Documentation in Support of Local Government Funding
Save document as PDF before submitting

Additional Funding Documentation
Save document as PDF before submitting

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

Audit/Supporting Information for Year 1 Financial Statement
If available, upload the corresponding financial audit or supporting information. Save document as PDF before submitting

Year 2 - Financial Statement
Upload company's financial statement that follows Year 1. Save document as PDF before submitting

Audit/Supporting Information for Year 2 Financial Statement
If available, upload the corresponding financial audit or supporting information. Save document as PDF before submitting

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

Additional Documentation
Save document as PDF before submitting
in Support of Year 1 Tax Information

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

Choose File: No file chosen

Additional Documentation in Support of Year 2 Tax Information
Save document as PDF before submitting

Choose File: No file chosen

Additional Documentation in support of finances
Save document as PDF before submitting

Choose File: No file chosen

Copy of the Equipment/Facility Specification (condensed version)
Save document as PDF before submitting

Choose File: No file chosen

Bid Document #1
Upload company's bid document received from the vendor. Save document as PDF before submitting

Choose File: No file chosen

Bid Document #2
Upload company's bid document received from the vendor. Save document as PDF before submitting

Choose File: No file chosen

Bid Document #3
Upload company's bid document received from the vendor. Save document as PDF before submitting

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

Choose File: No file chosen

Local Government Letter Authorizing New Apparatus Use
Save document as PDF before submitting

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

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.

Before You Submit...

Please make sure that your application is 100% complete. Incomplete applications will not be accepted 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.
<table>
<thead>
<tr>
<th>Date of Application</th>
<th>Date the Company Finalized their Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCAF Approval</td>
<td>Date the VCAF committee approved forwarding to Exec Com</td>
</tr>
<tr>
<td>Exec Com Approval</td>
<td>Date Executive committee approved forwarding to Board of Public Works</td>
</tr>
<tr>
<td>Submitted to MMD</td>
<td>Date VCAF committee submitted application to MMD for BPW approval</td>
</tr>
<tr>
<td>BPW Approval</td>
<td>Date the Board of Public Works approved the loan and/or grant</td>
</tr>
<tr>
<td>Company's Desired Settlement Date</td>
<td>Date the company expects to complete the project or take delivery of equipment</td>
</tr>
<tr>
<td>Settlement Docs Submitted to MMD</td>
<td>Date the company sent their settlement binder to MMD</td>
</tr>
<tr>
<td>Settlement</td>
<td>The date MMD settled the company’s loan and/or grant</td>
</tr>
</tbody>
</table>