



Volunteer Fire Assistance Grant Online Application Directions



BOF-Grants@pa.gov

Log in / Register

- If you previously applied for a grant at www.grants.dcnr.state.pa.us, you can log in at <https://www.grants.dcnr.state.pa.us/Login> with the same user name and password.
- If you have forgotten your login information, you can retrieve it by entering your email address at <https://www.grants.dcnr.state.pa.us/ForgotPassword>
- If you have never registered for online DCNR grants before, please sign up at <https://www.grants.dcnr.state.pa.us/CreateAccount>

Apply for an SAP Vendor Number

Most Volunteer Fire Companies already have a SAP Vendor Number from other business they conducted with the Commonwealth of PA. Call the Central Vendor Management Unit at 717-346-2676 or go to <http://www.vendorregistration.state.pa.us> to check if you have one. If you do not have one, you must register as a Non-Procurement Vendor.

Begin your Grant Application

Go to <http://www.grants.dcnr.state.pa.us> and click the "Volunteer Fire Assistance (VFA)" button

The screenshot shows the DCNR Grants website interface. At the top left is the DCNR Grants logo. Below it is a navigation menu with buttons for Home, Log In, Forgot Password, Grant Opportunities, Help Resources, Contact Us, Notices, and Terms of Use. There are also social media icons for Facebook and YouTube. In the top right corner, there is a DCNR Grants Customer Service contact information box with a phone number, email address, and links for Create Account and Log In. The main content area features a banner for an "Open Application Period" for a grant round from January 14, 2015, to April 16, 2015. Below the banner are three buttons: "Wild Resources", "Community Conservation Partnerships Program (C2P2)", and "Volunteer Fire Assistance (VFA)". The "Volunteer Fire Assistance (VFA)" button is highlighted with a red box and has a sub-button that says "Click here to apply for this program". At the bottom left, there is a logo for the Pennsylvania Department of Environmental Protection's "Apply for DEP Grants" program. At the bottom right, there is a "Welcome!" message and a brief description of the DCNR Grants system.

Volunteer Fire Assistance Grant Online Application Directions



This will take you to the Volunteer Fire Assistance Grant dashboard. Review the Pre-Application tasks and click the “Start Volunteer Fire Assistance (VFA) Grant Application” button.

Volunteer Fire Assistance (VFA) Grant Opportunities

Volunteer Fire Assistance (VFA) Grant

This grant provides financial and technical to State Foresters in cooperative efforts to organize, train and equip local forces in rural areas or communities under 10,000 population to prevent, control and suppress fires which threaten human life, livestock, wildlife, crops, pastures, orchards, woodlands, farmsteads, or other improvements in rural areas. **The key objectives of this program are to save lives and protect property in unprotected or inadequately protected rural areas.**

The current grant round started on **Monday, March 02, 2015** and ends on **Thursday, May 21, 2015 at 4:00 PM.**

[Forestry - VFA Grants](#)

Volunteer Fire Assistance Pre-application Tasks:

1. Obtain an [SAP Vendor Number](#).
2. Review [program guidelines](#).
3. Ensure funds are available for entire project up front. VFD will be reimbursed for 50% (up to \$7,500) upon completion of project.
4. Ensure you have EXECUTIVE OFFICER (President, Vice-President, Secretary, or Treasurer) approval and contact information prior to completing application as this information must be entered in the Chief Elected Official section of the application. Applications not certified by a person holding one of these titles WILL NOT be accepted.

Project Types for Volunteer Fire Assistance:

- Wildland Fire Protective Gear
- Installation of Dry Hydrants
- Conversion of Federal Excess Vehicle received from the Bureau of Forestry
- Wildland Suppression Equipment
- Communication Equipment
- Wildfire Mitigation or Preventive Projects
- Wildland Personal Protective Equipment (PPE)

[Start Volunteer Fire Assistance \(VFA\) Grant Application](#)

Click to start this grant application

This will take you to the first page of the grant application. To begin your application, enter a Project Title and click “Create Application”. Project Title is required, but you can keep it simple, e.g. “East End Volunteer Fire Company 2015 VFA Grant”.

* indicates a required field

Project Title *

1 Abbottstown Fire Company VFA Grant ✓ ?

Click the button below to create your grant application.

Then, use the navigation on the top of each page to move between each step of your application.

Your information will be automatically saved as you move between pages.

- Successfully completed steps are identified in the navigation by green checkmarks: ✓
- Steps with one or more errors are highlighted with red exclamations: !

2 Create Application »

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If you have applied for a DCNR grant previously, you may be able to select your Applicant information by using the “Select Project Applicant” dropdown:

General Application Details

* indicates a required field

Select Project Applicant *

ABBOTTSTOWN FIRE COMPANY
Akron Borough
Carroll Township
COLUMBIA CONSOLIDATED FIRE DEPT

Ex: 12-3456789

Otherwise, you will have to supply your Federal Taxpayer / SAP Vendor information to create new grant Applicant. Begin by searching for your SAP Vendor record by your Federal ID. When you enter your Federal ID and click “Search”, a list of SAP Vendors will be displayed. Find the one that applies to your grant application and click “Add Applicant”

Search for an applicant by Federal ID

23-2197029 Search Ex: 12-3456789

Add an applicant to your profile

Federal ID	Vendor ID	Legal Name	Address	City	Zip	State
23-2197029	125033	ABBOTTSTOWN FIRE COMPANY	PO Box 214	ABBOTTSTOWN	17301-0214	PA

✓ Add Applicant

NOTE: If your organization does not have an SAP Vendor ID, you must obtain one by calling the Central Vendor Management Unit at 717-346-2676 or going to <http://www.vendorregistration.state.pa.us>

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Once you have selected the Project Applicant, select the County and Municipality of your area protected (first due). This will automatically retrieve your County's and Municipality's population figures from the latest U.S. Census. Click "Next".

General Application Details

* indicates a required field

Select Project Applicant *

ABBOTTSTOWN FIRE COMPANY

Federal ID: 23-2197029
Vendor ID: 125033
PO Box 214
ABBOTTSTOWN, PA 17301-0214

Organizational DUNS

134817964

Please select County and Municipality of area protected (first due).

County

Adams Population: 101,407

Municipality

Abbottstown Boro Population: 1,011

« Previous **Next »** Intro General Project Coordinator Chief Elected Official Location Project Info Budget

Enter your Project Coordinator information. The Project Coordinator can be the Fire Company Chief or other designee. If you click "Populate from My User Profile", it will fill in this information from your user profile.

« Previous **Next »** Intro General **Project Coordinator** Chief Elected Official

Project Coordinator Details

* indicates a required field

Organization *

Abbotstown Fire Company

Volunteer Fire Assistance Grant Online Application Directions



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The grant application will need to be certified by an executive officer (President, Vice-President, Secretary, or Treasurer). Applications not certified by a person holding one of these positions **will not** be accepted. Enter this Chief Elected Official information and click "Next".

The screenshot shows the 'Chief Elected Official Details' form. At the top, there are navigation buttons: « Previous (orange), Next » (orange, with a mouse cursor), and a progress bar with tabs: Intro ✓, General ✓, Project Coordinator ✓, Chief Elected Official ✓, and Location. Below the navigation is a green 'Save' button. The form title is 'Chief Elected Official Details'. A legend indicates '* indicates a required field'. The 'Organization *' field contains 'Abbottstown Fire Company'. The 'Title *' field is partially visible.

On the "Location" tab, you will select the Municipalities in your Mutual Aid Area protected. Begin by clicking "Edit Counties", selecting their Count(ies), and clicking "Save Counties".

The screenshot shows the 'Location' tab of the application. At the top, the navigation buttons are: « Previous (orange), Next » (orange), and the progress bar tabs: Intro ✓, General ✓, Project Coordinator ✓, Chief Elected Official ✓, and Location ✓. Below the navigation is a green 'Save' button. The main heading is 'Please select the boroughs and townships for the mutual aid area protected:'. Under 'Counties', 'Adams' is selected. An 'Edit Counties' button is clicked, opening a list of counties with checkboxes: Adams (checked), Allegheny, Armstrong, Beaver, Bedford, Berks, Blair, Bradford, Bucks, Butler, and Cambria. At the bottom of the list are 'Save Counties' (green, with a mouse cursor) and 'Cancel' (blue) buttons.

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Then click "Edit Municipalities", select the Municipalities in your Mutual Aid Area protected, and click "Save Municipalities"

Municipalities

Adams - Abbottstown Boro

Edit Municipalities

- Adams - Countywide
- Adams - Abbottstown Boro
- Adams - Arendtsville Boro
- Adams - Bendersville Boro
- Adams - Berwick Twp
- Adams - Biglerville Boro
- Adams - Bonneauville Boro
- Adams - Butler Twp
- Adams - Carroll Valley Boro
- Adams - Conewago Twp
- Adams - Cumberland Twp

Save Municipalities Cancel

Select your PA House Districts, PA Senate Districts, and U.S. Congressional Districts, and click "Next".

PA House Districts

PA House - 110 - Tina Pickett Edit PA House Districts

PA Senate Districts

PA Senate - 23 - Gene Yaw Edit PA Senate Districts

U.S. Congressional Districts

No U.S. Congressional Districts selected.

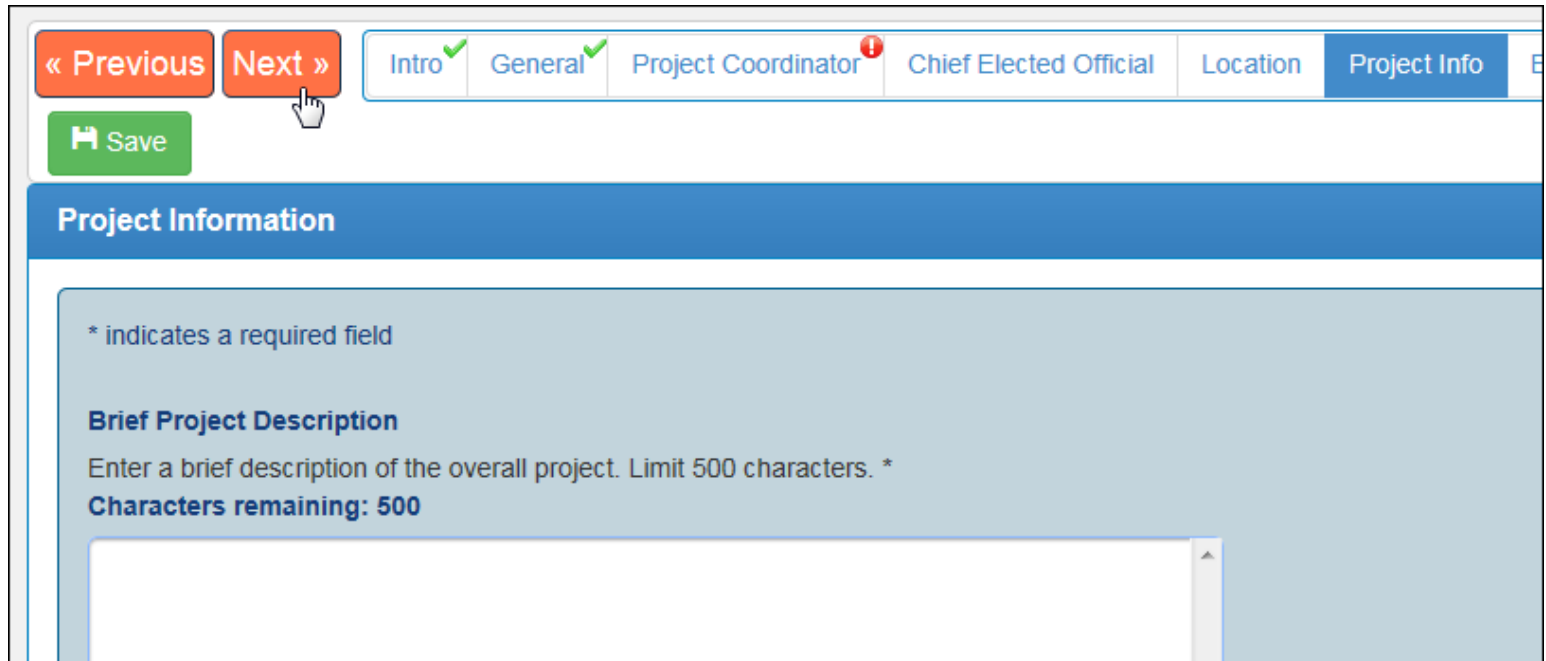
Edit U.S. Congressional Districts

U.S. Congressional - 10 - Tom Marino

Save U.S. Congressional Districts Cancel

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Fill in the remaining Project Info and click "Next".



The screenshot shows a web application interface for the Volunteer Fire Assistance Grant. At the top, there are navigation buttons: « Previous (orange), Next » (orange, with a mouse cursor over it), and a series of tabs: Intro (with a green checkmark), General (with a green checkmark), Project Coordinator (with a red exclamation mark), Chief Elected Official, Location, and Project Info (highlighted in blue). Below the navigation is a green Save button. The main content area is titled "Project Information" in a blue header. Below this, there is a light blue box containing a note: "* indicates a required field". The section is titled "Brief Project Description" and includes the instruction: "Enter a brief description of the overall project. Limit 500 characters. *". Below this instruction, it says "Characters remaining: 500" and there is a large white text input field with a vertical scrollbar on the right side.

All fields are Required.

- Brief Project Description
- Applicant Classification
- PA Forest District
- Does your organization operate under a written agreement of cooperation with adjoining communities?
- Average number of fire calls per year, broken down by Commercial, Residential, Vehicle, Natural Cover, and Other
- Annual Operating Budget
- Types and Amount of Support (Percentage), by Taxes, Membership, Local Government, and Fund Raising Activities
- Have you received RCFP or VFA matching funds previously?
- Does your organization have any Federal excess vehicles from the Bureau of Forestry?
- Does your fire company provide first or second due protection for any United States Government (not State) owned land such as National Forest, National Parks, National Historic Sites, National Wildlife Areas or United States Army Corps of engineers Lakes?
- Has your organization received the Basic Wildland Firefighter training (PA-130) from the Bureau of Forestry?
- Type of Assistance requested

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Project Budget Details

The maximum amount you can request for this grant is \$10,000. Grant amount requested **cannot exceed 50%** of the Total Project budget. The rest must be made up of matching funds. Match sources must be local funding such as Fire Company funds or Relief Association funds. To get the maximum amount, the total project must be at least \$15,000. Use this section to enter each Match Source, the Cash Amount or Non-Cash Value, and whether the matching funds are Pending or Secured.

Project Budget Details

The maximum amount you can request for this grant is \$10,000. Grant amount requested **cannot exceed 50%** of the Total Project budget. The rest must be made up of matching funds. Match sources must be local funding such as Fire Company funds or Relief Association funds. To get the maximum amount, the total project must be at least \$20,000. Use this section to enter each Match Source, the Cash Amount or Non-Cash Value, and whether the matching funds are Pending or Secured.

DCNR Grant Request:

Row #	Name of Match Source	Cash Amount	Pending (P) or Secured (S)	Non-Cash Value	Pending (P) or Secured (S)	
1	<input type="text" value="Employee Trust"/>	<input type="text" value="\$1,000.00"/>	<input type="text" value="S"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
2	<input type="text" value="Donations from area businesses"/>	<input type="text" value="\$750.00"/>	<input type="text" value="S"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
<input type="button" value="+ Add Row"/>		\$1,750.00		\$0.00	Total: \$1,750.00	<input type="button" value="Save"/>

Use the next section to list the expenditure and types of fire prevention programs you plan to undertake or the equipment you plan to purchase if your request is approved.

List below the expenditure and types of fire prevention programs you plan to undertake or the equipment you plan to purchase if your request is approved.

Row #	Description	Estimated Cost	
1	<input type="text" value="UTV Roof"/>	<input type="text" value="\$450.00"/>	<input type="button" value="Delete"/>
2	<input type="text" value="Backpack nylon fire jumps"/>	<input type="text" value="\$1,060.00"/>	<input type="button" value="Delete"/>
3	<input type="text" value="Winch"/>	<input type="text" value="\$520.00"/>	<input type="button" value="Delete"/>
4	<input type="text" value="Mobile radio"/>	<input type="text" value="\$560.00"/>	<input type="button" value="Delete"/>
5	<input type="text" value="Hose reel"/>	<input type="text" value="\$560.00"/>	<input type="button" value="Delete"/>
6	<input type="text" value="LED scene lighting"/>	<input type="text" value="\$350.00"/>	<input type="button" value="Delete"/>
<input type="button" value="+ Add Row"/>		Total: \$3,500.00	<input type="button" value="Save"/>

The match amounts you entered will be compared with your planned expenditures to calculate your Total Project Cost.

Secured Match	Amount	Pending Match	Amount
Cash Amount Secured	\$1,750.00	Cash Amount Pending	\$0.00
Non-Cash Amount Secured	\$0.00	Non-Cash Amount Pending	\$0.00
Total Secured	\$1,750.00	Total Pending	\$0.00

	Amount	% of Total
Total of Local Cash AND Non-Cash Match	\$1,750.00	50.0%
Grant Amount Requested	\$1,750.00	50.0%
Total Project Cost	\$3,500.00	100%

« Previous Next »
Intro
Applicant Info
Project Coordinator
Chief Elected Official
Location
Project Info
Budget



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If you have any additional files to upload in support of your grant application, browse for and upload them on the “Uploaded File Attachments” page. Click “Next”.

Uploaded File Attachments

File Name ↓

GrantAgreementSignaturePage_Grant Agreement Signature page.pdf Delete

Refresh

Add more attachments (limit 150 MB per attachment)
Use this area to upload any additional documents pertaining to this application.

* indicates a required field

Browse for file *

Browse...

Attachment Name (optional)

Upload File

« Previous Next »

Intro ✓ General ✓ Project Coordinator ! Chief Elected Official Location Project Info Budget ✓ Grant Agreement Sig. ✓ Attachments ✓

If your grant application contains any validation errors, they will be listed on the Project Certification page, with links to the pages where they can be corrected.

Project Certification

Print My Application

Please resolve the following application field validations to submit your application.

Field Validations

[Project Coordinator Details](#)

- Required field: Coordinator Organization

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Once your grant application is complete, you will be able to check a box to certify and click the button to Finish your Application.

Certification Confirmation

By checking this box, I certify that I am authorized to submit this application on behalf of the applicant and that the information I have provided in the application is accurate and complete to the best of my knowledge, information and belief.

[Finish Application](#)

Your grant application is now complete.

CERTIFICATION - Confirmation

Your DCNR grant application has passed all required validations and has been successfully submitted.
An e-mail has been sent to your e-mail address confirming that you submitted your application on **March 04, 2015 at 1:05:04 PM.**

Thank you for submitting your grant application.

Web ID: 1100359
Date Submitted: 3/4/2015 1:05:04 PM
Applicant Name: ABBOTTSTOWN FIRE COMPANY
Project Title: Abbottstown Fire Company VFA Grant
Applicant County: Adams
Grant Opportunity: Volunteer Fire Assistance

If you have any questions about your grant application, please contact Forest Program Manager Charles Choplick via e-mail at cchoplick@pa.gov or call 717-787-2925.

If you have any problems using the DCNR Grants system please contact DCNR's Grants Customer Service Center at BOF-Grants@pa.gov.

For VFA grant specific questions contact Forest Program Manager Charles Choplick via e-mail at cchoplick@pa.gov or call 717-787-2925.