Volunteer Fire Assistance Grant
Online Application Directions

Login

- Visit https://grants.dcnr.pa.gov to log in to the Grants portal.
- If you already have an account, click “Sign In”, enter your User Name and Password, and click the “Login” button.

Forgot User name or Password

Click “Sign In”, and then click “Forgot user name or Password” and follow the instructions on the page.

Register/Create a User Account

Click “Sign In”, and then click “Create a new account”.

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Complete the required fields (those with a red asterisk *). When finished, click the “Register” button. You will then be taken to the My Account page. Here you can click “User Account Details” to make changes to your account, click “Assoc. Organizations” to add an organization, or click “Change Password” to change your password.
At this point you have created your account, and you can continue to create your Volunteer Fire Assistance Grant application.

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
This will take you to the Volunteer Fire Assistance Grant dashboard. Review the Pre-Application tasks and click the “Click here to start your grant application.” link.

Creating an Application
This will take you to the first page of the grant application. To begin your application, enter a brief project title, ensure the type is Volunteer Fire Assistance, select the county most associated with the project, and click “Create Application”. Enter a brief title for the project is required, but you can keep it simple, e.g. "East End Volunteer Fire Company 2021 VFA Grant".
You will be taken to the Application Status page.

Begin working your way through the items in the left hand navigation to complete your application.

Click “Grant Applicant” on the left or the “grant applicant” link under Grant Applicant on the page. You will be taken to the page to enter your Grant Applicant information.
If you have applied for a DCNR grant previously, you may be able to select your Applicant information by clicking the “Grant Applicant” dropdown. Otherwise, you will have to click the “New Applicant” button.

You will need 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 “Select Vendor”.

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
You will then be taken to the details screen for the selected vendor. Click “Add Vendor”.

Search by federal identification number or PA vendor number: 364239

Search Results

Vendor Name: PENN STATE CONSTRUCTION J&D LLC
Federal ID: 26-1952652
Vendor ID: 364239
Address 1: 27 STATE ST
City: LEWISTOWN
State: PA
Postal Code: 17044-1981
County: Mifflin

Add Vendor

Once you have selected the Project Applicant, select the County - Municipality of your area protected (first due). You will also need to enter the DUNS number, if not already displayed. Click “Save”.

Organization Details
- * County - Municipality
  - Lebanon - Palmyra Borough
- * DUNS Number
  - [1234]
- * Organization Type
  - Private Non-Profit

501-C3 Information
- Is the applicant registered as a 501-C3?
  - Yes ☐ No ☐
- Registered Name
- Approval Date:

PA Bureau of Charitable Organizations
- Registered Charitable Organization?
  - Yes ☐ No ☐
- Registered Name
- Registration Number
- Expiration Date:
Click “Project Coordinator” on the left hand navigation. Click “New Coordinator”.

Note: If you have used the system before, you may click the dropdown menu to select a previously entered Project Coordinator.
Enter your Project Coordinator information. The Project Coordinator can be the Fire Company Chief or other designee. Click “Save” when finished.

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. Click the “Chief Elected Official” on the left hand navigation. Click “New Official”.

Note: If you have used the system before, you may click the dropdown menu to select a previously entered Chief Elected Official.
Enter this Chief Elected Official information and click “Save”.

Click the “Project Description” link on the left hand navigation. Enter the Project Description information and click “Save”.

Click the “Project Information” link on the left hand navigation. Enter the Project Information items and click “Save”.

Click “Site Locations” on the left hand navigation. Click “Add New Location”.

Please note that a requirement of VFA grant recipients beginning in 2020 is that they report all wildfires they respond to. Please contact your local Forest District to coordinate this reporting. Contact info for Forest Districts can be found at [https://www.dcnr.pa.gov/StateResources/FindAForestDistrict/default.aspx](https://www.dcnr.pa.gov/StateResources/FindAForestDistrict/default.aspx). Failure to comply with this requirement may result in withdrawal of grant funds.

* *Annual operating budget*
Enter the Site Location information. Click “Save”.

The Site Location page is displayed showing items that may still need to be completed.
Click “site location” under the Mapping section, if it has not yet been mapped.

Use the “Find address or place” to search for a location. Use the drawing tool on the right to map the location. Click “Save”.

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**Site Location**

For help completing this page click 🔄

Location: Palmyra Fire House

Find address or place  🕵️‍♂️

Save
Click “counties and municipalities” if you need to map them. You may also click the “Load from mapping data” to load them from the site location mapping.

Select the county(ies) and municipality(ies). Click “Save”.

```markdown
<table>
<thead>
<tr>
<th>Guidance Documents</th>
<th>Contact Information</th>
</tr>
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<tbody>
<tr>
<td>Grant Applicant</td>
<td>Project Coordinator</td>
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<tr>
<td>Chief Elected</td>
<td>Official</td>
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<tr>
<th>Project Details</th>
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<tbody>
<tr>
<td>Project Description</td>
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<tr>
<td>Project Information</td>
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<table>
<thead>
<tr>
<th>Site Locations</th>
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<tr>
<td>Budget Documents</td>
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<table>
<thead>
<tr>
<th>Grant Submission</th>
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<tbody>
<tr>
<td>Agreement Confirmation</td>
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<tr>
<td>Verify Application</td>
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<tr>
<th>Operations</th>
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<tbody>
<tr>
<td>Print Application</td>
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<tr>
<td>Share Application</td>
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<tr>
<td>Delete Application</td>
</tr>
<tr>
<td>Submit Application</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Site Location Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Project site location name</em></td>
</tr>
<tr>
<td>Shannon Fire Dept Site</td>
</tr>
<tr>
<td>Brief description of the project site</td>
</tr>
<tr>
<td>My project brief description</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project site location has been mapped.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Counties and Municipalities Impacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>The counties and municipalities have not yet been mapped.</td>
</tr>
<tr>
<td><strong>Load from mapping data</strong></td>
</tr>
<tr>
<td>Counties:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legislative Districts Impacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>The legislative districts have not yet been mapped.</td>
</tr>
<tr>
<td><strong>Load from mapping data</strong></td>
</tr>
<tr>
<td>State Legislatures:</td>
</tr>
</tbody>
</table>

Save  Delete
Click “legislative districts” if you need to map them. You may also click the “Load from mapping data” to load them from the site location mapping.

Select the Legislative Districts. Click “Save”.
Click “Save” at the bottom of the page to save the updates to your Site Location.
Click “Budget” on the left hand navigation.

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.

Enter the Budget information by clicking the hyperlinks below the Budget Summary section to add the information for each item.

Click “Add/Edit Total Cost” to add the Total Project Cost. Click “Save”.

Step 1: Enter the total cost of the project by clicking the Add/Edit Total Cost link. The total cost should represent the total amount to be expended for this project, irrespective of the grant amount you are requesting and/or providing in matching funds. Note: Matching funds are not applicable to all grant programs. If this link is not available, you may proceed to step 3.

Step 2: Enter the source and amount of matching funds, if applicable, that have been allocated to this project by clicking the Add/Edit Match Amount link. Note: Matching funds are not applicable to all grant programs. If this link is not available, you may proceed to step 3.

Step 3: Enter the amount of grant funds you are requesting for this project by clicking the Add/Edit Requested Amount link.

Step 4: Upload a copy of your budget for this project. In most cases, a template and/or sample budget have been provided to assist you. Once you have completed the budget template, click the Upload Budget link to upload the completed spreadsheet. Note: Some grant programs do not require a budget. If the Upload Budget link is not visible, you may skip this step.
Click “Add/Edit Match Amount” to enter the Match Amount. Click “Add New Match”.

Enter the Source of Match information. Click “Save”.

Click “Add/Edit Requested Amount” to enter the Grant amount being requested. Click “Save”.
You will be returned to the Budget page. Click “Upload Budget” to upload your Budget document. Click “Choose File”, browse for and upload the appropriate file. Click “Save”.

**Note:** If you need to view or make changes to your Budget file, you will need to click the Documents link in the left hand navigation to make any changes to the file.

Click “Documents” in the left hand navigation if you have any additional files to upload in support of your grant application, browse for and upload them on this page. Click “Save” after making any changes.
Click “Agreement Confirmation” in the left hand navigation. Complete the Grant Agreement Signature Page information. Click “Save”.

If your grant application contains any validation errors, they will be listed on the Verify Application page, with links to the pages where they can be corrected. If all items have been completed successfully, you will see a link to submit your application.
Example of Verify Application with errors or items that still need to be completed.

<table>
<thead>
<tr>
<th>Legend</th>
<th>You will also notice several status indicators throughout the application; the meaning of these indicators is as follows: ● Not applicable ● Not complete ● Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Application Status</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Contact Information</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Project Details</strong></td>
</tr>
<tr>
<td></td>
<td>The <strong>project description section</strong> has not been completed.</td>
</tr>
<tr>
<td></td>
<td>The <strong>project information section</strong> has not been completed.</td>
</tr>
<tr>
<td></td>
<td>The <strong>site functions section</strong> has not been completed.</td>
</tr>
<tr>
<td></td>
<td>The <strong>budget section</strong> has not been completed or is not valid.</td>
</tr>
<tr>
<td></td>
<td><strong>Grant Submission</strong></td>
</tr>
<tr>
<td></td>
<td>The <strong>agreement confirmation</strong> has not been completed.</td>
</tr>
</tbody>
</table>

Example of Verify Application with no errors and all items have been completed.

<table>
<thead>
<tr>
<th>Legend</th>
<th>You will also notice several status indicators throughout the application; the meaning of these indicators is as follows: ● Not applicable ● Not complete ● Completed ● Optional</th>
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<td></td>
<td><strong>Application Status</strong></td>
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<td><strong>Project Details</strong></td>
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<td></td>
<td><strong>Grant Submission</strong></td>
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</tbody>
</table>

Your application is complete and can now be **submitted**.
Submitting an Application

Click “Submit Application” on the left hand navigation. Check the box for “Submit this application?” and click “Submit”.

Your application has now been submitted. You should see a message indicating it has been submitted successfully.

Printing an Application

To print a copy, click “Print Application” in the left hand navigation. This will open a new web page showing your application.
Sharing an Application
You may allow other users to access your application by clicking “Share Application” in the left hand navigation. Click “Assign New User”.

Note: Other users must have already created a portal account and be in the same Organization in order for you to share the application with them. If you do not see any users when you click the “Share with” field, direct the user to add your Organization under My Account – Assoc. Organizations link.
Enter the Share Application information. Click “Save”.

**Share Application**

You can share your application with other users and specify whether or not they are permitted to edit your application.

**Share With:** To share your application with another user, the user must have an account and must be associated with the organization for which this application is being prepared. If an individual with whom you wish to share this application does not already have an account, he/she will need to register and associate themselves with your organization; after which, his/her name will appear in the “Share With” field.

**Editing:** Users to whom you grant edit access will be able to edit information contained in this application. They will not, however, be able to change the applicant, agree to the terms and conditions or submit the application.

**Ownership:** Users to whom you permit to share ownership of the application will have additional (full) access to this application. In addition to the basic edit access, they will be permitted to change the applicant, agree to the terms and conditions and submit the application on your behalf.

- **Share with:**
  
  Gretchen Vreeland

- **Permit this user to edit this application:**
  
  Yes  No

- **Permit this user to share ownership of this application:**
  
  Yes  No

[Save]  [Cancel]

The user you added should now appear in the list of users.

**Submission Sharing**

You can share your project with other users and specify which functions they can perform. For detailed instructions, refer to the attached user guide (PDF).

**Share With:** To share your project with another user, the user must have an account and must be associated with the organization for which this application is being prepared. If an individual with whom you wish to share does not already have an account, he/she will need to register and associate themselves with your organization; after which, his/her name will appear in the “Share With” field.

**Read-only (No Edit or Ownership permissions):** Users to whom you do not grant Edit or Ownership access will only be permitted to view basic project information and progress reports. Access to amendment, payment document and close-out information will not be available.

**Editing:** Users to whom you grant edit access will be able to view project information, respond to checklist items, submit progress reports and upload documents. They will not, however, be able to view or submit requests for amendments or payments, share or close-out the project.

**Ownership:** Users to whom you permit to share ownership of the application will have additional (full) access to this project. In addition to the basic edit access, they will be permitted to request amendments and payments on your behalf.

The following users have been granted access to this application:

<table>
<thead>
<tr>
<th>User Name</th>
<th>Editing</th>
<th>Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gretchen Vreeland</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Shannon Grimes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Volunteer Fire Assistance Grant
Online Application Directions

If the user you want to add does not show up when you click the “Share with” dropdown, then direct the user to click “My Account” in the top of the page. Click “Assoc. Organizations” in the left hand navigation. Click “Add New Organization”.

Enter the organization's federal identification number or PA vendor number. Click “Search”.

You must have a valid, active vendor identification number with the Commonwealth of Pennsylvania. If you are unsure whether you have a VIN or do not remember the number, you can call the Vendor Data Management Unit at 717-346-2675 (Harrisburg area) or 877-435-7363 (toll free). If you do not yet have a VIN number, we advise you to acquire a VIN number at least one month prior to applying for a grant by registering as a Non-Procurement Vendor. For more information, click here.

Enter your federal identification number or PA vendor number, click search, and then click Associate Selected Organization(s).
Check the box for the correct organization. Click “Associate Selected Organization(s)”.

The organization should now be displayed in your list of Associated Organizations.

Deleting an Application
In order to delete an application, open the application you want to delete. Click “Delete Application” in the left hand navigation. Click the “Delete” button.

Your application has now been deleted from the system.
Un-submitting an Application

Click the “Submitted Applications” tab at the top of the Grants portal home page to locate the application you wish to un-submit. Click the title hyperlink to open the application.

Locate and click the “Un-submit Application” link in the left hand navigation.

Click the “Un-submit” button.

Your application has now been un-submitted and is available on the Open Applications tab.
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.