

Volunteer Fire Assistance Grant Online Application Directions



<https://apps.dcnr.pa.gov/grants/>

BOF-Grants@pa.gov

Log in / Register

- If you previously applied for a grant at <https://apps.dcnr.pa.gov/grants>, you can log in at <https://apps.dcnr.pa.gov/grants/Default.aspx?rtn=Pages/Login.aspx> 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://apps.dcnr.pa.gov/grants/Default.aspx?rtn=Pages/Login_Forgot.aspx
- If you have never registered for online DCNR grants before, please sign up at https://apps.dcnr.pa.gov/grants/Default.aspx?rtn=Pages/Login_Create.aspx

Creating a User Account

Click Create a New Account button.

A screenshot of the DCNR Grants website's login page. The page has a blue header with the "DCNR Grants" logo on the left and contact information on the right. Below the header is a green navigation bar with links for "Home", "Grant Opportunities", "Sign In", "Contact Us", and "Terms of Use". The main content area is white and contains a login form. The form has a yellow header that says "Please enter your user name and password". Below this are two input fields: "User Name" and "Password". A blue "Login" button is positioned below the fields. Underneath the button are three links: "Forgot user name or password", "Reset password", and "Create a new account". The "Create a new account" link is highlighted with a red rectangular border.

Complete the required fields (those with a red asterisk *). When finished, click the Register button.

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Account Registration

Register for an account by completing the information below:

Personal Information	Contact Information
Prefix: <input type="text" value="Mr."/> <input type="button" value="v"/>	* Address Line 1: <input type="text"/>
* First Name: <input type="text"/>	Address Line 2: <input type="text"/>
Middle Initial: <input type="text"/>	* City: <input type="text"/>
* Last Name: <input type="text"/>	* State: <input type="text" value="Pennsylvania"/> <input type="button" value="v"/>
Suffix: <input type="text"/> <input type="button" value="v"/>	* Postal Code: <input type="text"/>
Organization Information	* Email Address: <input type="text"/>
* Company Name: <input type="text"/>	* Phone Number: <input type="text"/>
* Position/Title: <input type="text"/>	Mobile Number: <input type="text"/>
	Fax Number: <input type="text"/>

Passwords must contain at least 8 characters, with at least one alphabetic character, at least one numeric character, and at least one special character (!, @, #, \$, %, etc.).
User names and passwords should **not** contain an ampersand (&).

Account Information

* User Name:

* Password:

*** Provide feedback on this page ***

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.

The screenshot shows the 'My Account' page with a navigation bar at the top containing 'Home', 'Grant Opportunities', 'Sign In', 'Contact Us', and 'Terms of Use'. On the left side, under 'My Account', there are three links: 'User Account Details' (circled in red), 'Assoc. Organizations', and 'Change Password'. The main content area is titled 'Associated Organizations' and contains a green box with instructions: 'The following list identifies the organizations to which you are associated. To remove an organization from the list, click on the name of the organization; then click the Delete button on the resulting page. To add an additional organization to the list, click the Add New Organization button; search for the desired organization by federal or SAP vendor identification number on the resulting page; then add the desired organization.' Below this text is a blue button labeled 'Add New Organization' (circled in red) and a grey box showing 'Associated Organization' and '0 Records'.

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

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<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 <https://apps.dcnr.pa.gov/grants/> and click the “Volunteer Fire Assistance (VFA)” button



 COVID-19 Impact on DCNR Grants:
[Frequently Asked Questions on Grant Applications and Existing/Open Grants](#)



This site supports Microsoft IE, Google Chrome and Mozilla FireFox. Safari is not supported.

Grants - Find & Apply

Welcome! DCNR Grants is an electronic grants system that provides one-stop shopping to the grantee community for all Pennsylvania Department of Conservation and Natural Resources (DCNR) grants. DCNR Grants standardizes the application process and provides an environmentally friendly way to submit a grant application to DCNR through a secure internet connection.

Start Using DCNR Grants today! Click the [Grant Opportunities](#) link to explore the various grant opportunities that are available and the details of each grant opportunity. Click the [Sign In](#) link to register and complete your application online.





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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.

Home | Open Applications | Submitted Applications | My Account | Sign Out | Contact Us | Terms of Use

[Forestry - VFA Grants](#)
[DCNR Grants Online Application Instructions](#)

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 \$10,000) 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)

Click [here](#) to start your grant application. The deadline for submitting applications for this grant round is 06/30/2021.

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”.

Project Details

Please read the [General Program Requirements and Guidelines](#) document and the [Grant Terms and Conditions](#) in preparation for submitting a grant application.

Important: In order to submit a grant application, 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 717-346-2676 (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](#).

* Enter a brief title for the project ?

* Select the project type which most closely identifies the project ?
 Volunteer Fire Assistance

* Select the county most associated with this project ?

* Specify whether the project is state-wide ?
 Yes No



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You will be taken to the Application Status page.

Title: Palmyra Fire Company VFA Grant **Program:** Volunteer Fire Assistance **Type:** Assistance **Web Id:** 200589

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[Project Coordinator](#)
[Chief Elected Official](#)

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Legend

Please note, you must **save** your changes on each page before navigating to another page.
You will also notice several status indicators throughout the application; the meaning of these indicators is as follows: ● Not applicable

● Not complete ● Completed ● Optional

Application Status

- [Contact Information](#)
- [Project Details](#)
- [Project Narratives](#)
- [Grant Submission](#)

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

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Navigation: Grant Opportunities >

Volunteer Fire Assistance

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Volunteer Fire Assistance Pre-application Tasks:

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- Review [program guidelines](#).
- Ensure funds are available for entire project up front; VFD will be reimbursed for 50% (up to \$10,000) upon completion of project.
- 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:

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- Conversion of Federal Excess Vehicle received from the Bureau of Forestry
- Wildland Suppression Equipment
- Communication Equipment
- Wildfire Mitigation or Preventive Projects

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.



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Contact Information

● Grant Applicant

The [grant applicant](#) has not yet been assigned.

Grant Applicant:

● Project Coordinator

The [project coordinator](#) has not yet been assigned.

Project Coordinator:

● Chief Elected Official

The [chief elected official](#) has not yet been assigned.

Chief Official:

● Resolution Page

The [resolution page](#) has not yet been uploaded.

Appointed Title:

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.

Grant Applicant

Save
New Applicant

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”.

Search by federal identification number or PA vendor number Search

Search Results

Name	Federal ID	Vendor ID	City	County
<input checked="" type="radio"/> PENN STATE CONSTRUCTION J&D LLC	26-1952652	364239	LEWISTOWN	Mifflin
<input type="radio"/> PENN STATE CONSTRUCTION J&D LLC	26-1952652	364239-901	LEWISTOWN	Mifflin

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>

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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:

Search Results

Vendor Name: PENN STATE CONSTRUCTION J&D LLC
Federal ID: 26-1952652
Vendor ID: 364239
Address 1: 27 STATE ST
Address 2:
City: LEWISTOWN
State: PA
Postal Code: 17044-1981
County: Mifflin

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	501-C3 Information	PA Bureau of Charitable Organizations
<p>* County - Municipality </p> <p>Lebanon - Palmyra Boro </p> <p>* DUNS Number </p> <p>1234 </p> <p>* Organization Type </p> <p>Private Non-Profit </p>	<p>Is the applicant registered as a 501-C3? </p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Registered Name</p> <p><input type="text"/></p> <p>Approval Date:</p> <p><input type="text" value=""/></p>	<p>Registered Charitable Organization? </p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Registered Name</p> <p><input type="text"/></p> <p>Registration Number</p> <p><input type="text"/></p> <p>Expiration Date:</p> <p><input type="text" value=""/></p>
<p><input type="button" value="Save"/> <input type="button" value="New Applicant"/> <input type="button" value="Change Applicant"/></p>		

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This will automatically retrieve your County's and Municipality's population figures from the latest U.S. Census.

Applicant: LTT TRUCKING LLC
Legal Name: LTT TRUCKING LLC
Federal ID: 23-3063576
Vendor ID: 198680
Address (Line 1): PO Box 254
City: NORTH BEND
State: PA
Postal Code: 17760-0254
Population: 24,679

Organization Details	501-C3 Information	PA Bureau of Charitable Organizations
County - Municipality ? Derry Twp DUNS Number ? 1234 Organization Type ? Private Non-Profit	Is the applicant registered as a 501-C3? ? <input type="radio"/> Yes <input checked="" type="radio"/> No Registered Name <input type="text"/> Approval Date: <input type="text"/>	Registered Charitable Organization? ? <input type="radio"/> Yes <input checked="" type="radio"/> No Registered Name <input type="text"/> Registration Number <input type="text"/> Expiration Date: <input type="text"/>

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.

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Project Coordinator

Option 1: If you are a returning user click on the drop down, select an existing Project Coordinator, and click Save. Your contact information will populate. Click on Chief Elected Official to advance.

Option 2: If the Project Coordinator does not exist in the drop down, click on New Coordinator and enter the required information. Then click Save and your contact information will populate. Click on Chief Elected Official to advance.

Option 3: If you chose the wrong Project Coordinator, you can click the Change Coordinator button and select a different Coordinator.

If you want to update any of the information for the project coordinator, contact Shane Hoover at 717-783-5879.

View the [instructional video](#) for further assistance.

* Project Coordinator

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Enter your Project Coordinator information. The Project Coordinator can be the Fire Company Chief or other designee. Click “Save” when finished.

Project Coordinator

- Company or organization name
Palmyra Fire Co
- Title or position within the organization
Chief
- Salutation
Mr.
- First Name
Freddy
- Last Name
Fire
Suffix
- Address (Line 1)
1 Main St
Address (Line 2)
- City
Palmyra
- State
Pennsylvania
- Postal Code
17078
- Email Address
ffire@palmyra.com
- Phone Number
(717) 832-3333
Mobile Number

Save

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.



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Chief Official

Option 1: If you are a returning user click on the drop down, select an existing Chief Elected Official, and click Save. The contact information will populate. Click on Resolution Page to advance.

Option 2: If the Chief Official does not exist in the drop down, click on New Official and enter the required information. Then click Save and the contact information will populate. Click on Resolution Page to advance.

Option 3: If you chose the wrong Chief Official, you can click the Change Official button and select a different official.

If you want to update any of the information for the chief official, contact Shane Hoover at 717-783-5879.

* Chief Official

Enter this Chief Elected Official information and click "Save".

Chief Elected Official

* Company or organization name
Shannon's Company

* Title or position within the organization
Shannon's Company

* Salutation
Mr. ▼

* First Name
Charlie

* Last Name
Chief

Suffix

* Address (Line 1)
1 Main St

Address (Line 2)

* City
Harrisburg

* State
Pennsylvania ▼

* Postal Code
17101

* Email Address
charlie.chief@shannonsco.com

* Phone Number
(717) 555-4444

Mobile Number

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



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Project Description

Documents & Links
[Forestry - VFA Grants](#)
[Grant Application Instructions](#)

Project Description

- Enter a brief title for the project
- Enter a brief description and scope for the project (This should be less than 600 characters)
- Select the project type which most closely identifies the project Volunteer Fire Assistance

Project Location

- Select the county most associated with this project

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

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Project Information

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* PA Forest District

* Do you have a written agreement of cooperation with adjoining communities?
 Yes No

Average number of fire calls per year:

Commercial	<input type="text" value="1"/>
Residential	<input type="text" value="2"/>
Vehicle	<input type="text" value="3"/>
Natural Cover	<input type="text" value="4"/>
Other	<input type="text" value="5"/>

* Does your organization currently report wildfires you respond to the Bureau of Forestry?
 Yes No

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/StateForests/FindAForest/Pages/default.aspx>. Failure to comply with this requirement may result in withdrawal of grant funds and/or future grant eligibility.

* I acknowledge this requirement

* Annual operating budget



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

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Site Locations

For help completing this page [click here](#) or view the [instructional video](#) for further assistance.

Site Location	Description
Add New Location	

Enter the Site Location information. Click "Save".

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Site Location Information

Project site location name
Palmyra Fire House

Brief description of the project site
Addition of equipment at the fire company.

[Save](#)

The Site Location page is displayed showing items that may still need to be completed.



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Site Location Information

* Project site location name
Palmyra Fire House

Brief description of the project site
Addition of equipment at the fire company.

● Mapping
The project [site location](#) has not yet been mapped.

● Counties and Municipalities Impacted
The [counties and municipalities](#) have not yet been mapped.
Counties:

● Legislative Districts Impacted
The [legislative districts](#) have not yet been mapped.
State Legislatures:

Save Delete

Click "site location" under the Mapping section, if it has not yet been mapped.

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Site Location Information

* Project site location name

Palmyra Fire House

Brief description of the project site

Addition of equipment at the fire company.

Mapping

The project **site location** has not yet been mapped.

Counties and Municipalities Impacted

The [counties and municipalities](#) have not yet been mapped.

Counties:

Legislative Districts Impacted

The [legislative districts](#) have not yet been mapped.

State Legislatures:

Save

Delete

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

Site Location

For help completing this page click ?

Location: Palmyra Fire House

The map interface displays a satellite view of Palmyra, PA. A red polygon outlines the fire house location. A search bar at the top left contains the text "Find address or place" and a magnifying glass icon. On the right side of the map, there are icons for map controls: a location pin, a refresh symbol, and a trash can. A "Save" button is located at the bottom left of the map area. A footer bar contains the text "*** Provide feedback on this page ***" and "Loaded in 3.69 seconds".



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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.

The screenshot displays the 'Site Location Information' section of the application. On the left is a navigation menu with categories: Guidance Documents, Contact Information, Project Details, Grant Submission, and Operations. The 'Site Locations' link under Project Details is highlighted. The main content area has a blue header 'Site Location Information' and contains several sections: 1. 'Project site location name' with a text input field containing 'Shannon Fire Dept Site'. 2. 'Brief description of the project site' with a text area containing 'My project brief description'. 3. 'Mapping' section with a green dot icon and a message: 'The project [site location](#) has been mapped.' 4. 'Counties and Municipalities Impacted' section with a red dot icon and a message: 'The [counties and municipalities](#) have not yet been mapped.' A 'Load from mapping data' button is highlighted with a red box. Below the message is a 'Counties:' label. 5. 'Legislative Districts Impacted' section with a red dot icon and a message: 'The [legislative districts](#) have not yet been mapped.' A 'Load from mapping data' button is highlighted with a blue box. Below the message is a 'State Legislatures:' label. At the bottom of the form are 'Save' and 'Delete' buttons.

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

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Site Location

Location: Palmyra Fire House

Counties and Municipalities

Select the counties involved at this project site location?

- Adams County
- Allegheny County
- Armstrong County
- Beaver County
- Bedford County
- Berks County
- Blair County
- Bradford County
- Bucks County
- Butte County

Select the municipalities involved at this project site location?

- 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 - Cuthbert Twp

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.

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Site Location Information

Project site location name

Brief description of the project site

Mapping

The project [site location](#) has been mapped.

Counties and Municipalities Impacted

The [counties and municipalities](#) have been mapped.

Counties: Lancaster

Legislative Districts Impacted

The [legislative districts](#) have not yet been mapped.

State Legislatures:

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Select the Legislative Districts. Click "Save".

Site Location

Location: Palmyra Fire House

Legislative Districts

Select the PA senate districts involved at this project site location?

- PA Senate District 001 - Lawrence M. Farnese Jr.
- PA Senate District 002 - Christine M. Tartaglione
- PA Senate District 003 - Sharif Street
- PA Senate District 004 - Art Haywood
- PA Senate District 005 - John P. Sabatina Jr.
- PA Senate District 006 - Robert M. Tomlinson
- PA Senate District 007 - Vincent J. Hughes
- PA Senate District 008 - Anthony H. Williams
- PA Senate District 009 - Thomas H. Killion
- PA Senate District 010 - Charles T. McIlhinney Jr.
- PA Senate District 011 - Judith L. Schwank
- PA Senate District 012 - Stewart J. Greenleaf

Select the PA house districts involved at this project site location?

- PA House District 001 - Patrick J. Harkins
- PA House District 002 - Florindo J. Fabrizio
- PA House District 003 - Ryan A. Bizzarro
- PA House District 004 - Curtis G. Sonney
- PA House District 005 - Barry J. Jozwiak
- PA House District 006 - Brad Roae
- PA House District 007 - Mark Longiotti
- PA House District 008 - Tedd C. Nesbit
- PA House District 009 - Chris Sainato
- PA House District 010 - Aaron Bernstine
- PA House District 011 - Brian L. Ellis
- PA House District 012 - Daryl Metcalfe

Click "Save" at the bottom of the page to save the updates to your Site Location.



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Site Location Information

• **Project site location name**
Shannon Street

Brief description of the project site
my site location

Mapping
The project [site location](#) has been mapped.

Counties and Municipalities Impacted
The [counties and municipalities](#) have been mapped.
Counties: Adams

Legislative Districts Impacted
The [legislative districts](#) have been mapped.
State Legislatures: PA House District 005, PA House District 091, PA House District 193, PA Senate District 005 and PA Senate District 033

[Save](#) [Delete](#)

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.

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Budget

Budget Summary

Total Project Cost
[Input Field] 0%

Matching Funds Amount
[Input Field] 0%

Requested Grant Amount
[Input Field] 0%

Documents & Links
[Forestry - VFA Grants](#)
[Grant Application Instructions](#)

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.

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.

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.

Award Instructions
[Add/Edit Total Cost](#)
[Add/Edit Match Amount](#)
[Add/Edit Requested Amount](#)
[Upload Budget](#)

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

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Budget

Budget Summary

Total Project Cost
[Input Field] 0%

Matching Funds Amount
[Input Field] 0%

Requested Grant Amount
[Input Field] 0%

Award Instructions
[Add/Edit Total Cost](#)
[Add/Edit Match Amount](#)
[Add/Edit Requested Amount](#)
[Upload Budget](#)

Total Project Cost

Total cost of the project
[Input Field]

[Save](#)

Click "Add/Edit Match Amount" to enter the Match Amount. Click "Add New Match".



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Budget

Budget Summary

Total Project Cost
5,000.00

Matching Funds Amount
0.00

Requested Grant Amount
0.00

[Award Instructions](#)
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[Add/Edit Match Amount](#)
[Add/Edit Requested Amount](#)
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Matching Funds

Source of Match	Cash Amt	Secured
Non-Cash Amt		Secured

Add New Match

Enter the Source of Match information. Click "Save".

Source of Match

* Source of match
Donations from public

Amount of cash match
10000

Is the cash match secured? Yes No

Amount of non-cash match
0

Is the non-cash match secured? Yes No

Save [Return to Budget](#)

Click "Add/Edit Requested Amount" to enter the Grant amount being requested. Click "Save".



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Budget

Budget Summary

Total Project Cost
5,000.00

Matching Funds Amount
2,500.00 100.00

Requested Grant Amount
0.00

[Award Instructions](#)

[Add/Edit Total Cost](#)

[Add/Edit Match Amount](#)

[Add/Edit Requested Amount](#)

[Upload Budget](#)

Requested Grant Amount

*** Grant amount being requested**

Based upon the regulations of the selected grant program and the amount of match you have entered (if applicable), the maximum amount you may request is \$2,500.00.

[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.

Budget

Budget Summary

Total Project Cost
5,000.00

Matching Funds Amount
2,500.00 50.00

Requested Grant Amount
2,500.00 50.00

[Award Instructions](#)

[Add/Edit Total Cost](#)

[Add/Edit Match Amount](#)

[Add/Edit Requested Amount](#)

[Upload Budget](#)

Budget Upload

*** You are required to upload a detailed budget for your project. We have provided a sample [Budget Template](#) you can use to assist in the budgeting process.**

Please upload a copy of your budget.

[Choose File](#) No file chosen

[Save](#)

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.



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Additional Documents

Select the type of file below; then add the file(s) to be uploaded. You may upload multiple files at one time (if appropriate), but only upload files of the same type, so they may be categorized correctly.

Choose Files No file chosen

Delete (Budget) Grants_Budget.xlsx

Save

Click “Agreement Confirmation” in the left hand navigation. Complete the Grant Agreement Signature Page information. Click “Save”.

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Grant Agreement Signature Page

<p>* I certify that I am authorized to submit this application on behalf of the applicant <input checked="" type="checkbox"/></p> <p>* Date of authorization 02/05/2021</p>	<p>* Printed name of authorized official Shannon Grimes</p> <p>* Title of authorized official President</p> <p>* Email address of authorized official shgrimes@pa.gov</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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.



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Example of Verify Application with errors or items that still need to be completed.

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Legend

You will also notice several status indicators throughout the application; the meaning of these indicators is as follows: ● Not applicable ● Not complete ● Completed ● Optional

Application Status

● Contact Information

● Project Details

The [project description section](#) has not been completed.
The [project information section](#) has not been completed.
The [site locations section](#) has not been completed.
The [budget section](#) has not been completed or is not valid.

● Grant Submission

The [agreement confirmation](#) has not been completed.

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

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Legend

You will also notice several status indicators throughout the application; the meaning of these indicators is as follows: ● Not applicable ● Not complete ● Completed ● Optional

Application Status

● Contact Information

● Project Details

● Grant Submission

Your application is complete and can now be **[submitted](#)**.

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Submitting an Application

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

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Verify and Submit Application

• Submit this application?

Submit

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

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- Print Application
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Application Submission Confirmation

Your DCNR grant application has passed all required validations and has been successfully submitted. An e-mail has been sent to your email address confirming that you submitted your application.

If you have any supplementary documentation that was not submitted with the application, please contact your regional advisor and submit electronically.

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.



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Click the print icon on the page.

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.



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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:

User Name	Editing	Ownership
Shannon Grimes	Yes	Yes
1 Records		

[Assign New User](#)

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:

Permit this user to edit this application:
 Yes No

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

[Save](#) [Cancel](#)



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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:

User Name	Editing	Ownership
Gretchen Vreeland	Yes	Yes
Shannon Grimes	Yes	Yes

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".

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My Account

[User Account Details](#)

[Assoc. Organizations](#)

[Change Password](#)

Associated Organizations

The following list identifies the organizations to which you are associated. To remove an organization from the list, click on the name of the organization; then click the Delete button on the resulting page. To add an additional organization to the list, click the Add New Organization button; search for the desired organization by federal or SAP vendor identification number on the resulting page; then add the desired organization.

Add New Organization

Associated Organization
BEAN SPROUTS LLC
LM&R EXCAVATING LLC
LTT TRUCKING LLC
Park Region 3
PINNACLE APC
5 Records

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

Associate a new organization

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 717-346-2676 (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)**.

Search by federal identification number or PA vendor number:

Search Results

Name	Federal ID	Vendor ID	City	County
<input type="checkbox"/> ENVISION LINESVILLE INC	72-1564495	211656	LINESVILLE	Crawford

Check the box for the correct organization. Click "Associate Selected Organization(s)".

Search Results

Name	Federal ID	Vendor ID	City	County
<input checked="" type="checkbox"/> ENVISION LINESVILLE INC	72-1564495	211656	LINESVILLE	Crawford

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

Associated Organizations

The following list identifies the organizations to which you are associated. To remove an organization from the list, click on the name of the organization; then click the Delete button on the resulting page. To add an additional organization to the list, click the Add New Organization button; search for the desired organization by federal or SAP vendor identification number on the resulting page; then add the desired organization.

Associated Organization

- BEAN SPROUTS LLC
-
- LM&R EXCAVATING LLC
- LTT TRUCKING LLC
- Park Region 3
- PINNACLE APC

6 Records



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The other user should now be able to share his/her application with the other user who was just added to the organization.

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.

For DCNR Grants Customer Service call 1-800-326-7734 or email us.
Welcome Shannon Grimes

Home | Open Applications | **Submitted Applications** | My Account | Sign Out | Contact Us | Terms of Use

Listed below are the applications that have already been submitted to which you have been granted access. To browse or un-submit a particular application, click the title of the application. When the application has loaded, you can browse the application using the menu options on the left-hand menu; while options for un-submitting the application can be found at the bottom of the left-hand menu.

Round	Web Id	Applicant	Title	Amount	Program	County
Current	200652	LTT TRUCKING LLC	Shannon-030521-VFA	2,000.00	Volunteer Fire Assistance	Lancaster
Current	200660	PENN STATE CONSTRUCTION J&D LLC	Shannon 030921-1	2,500.00	Volunteer Fire Assistance	Adams

2 Records

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

Title: Shannon 030921-1 **Program:** Volunteer Fire Assistance **Type:** Assistance **Web Id:** 200660

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Legend
Please note, you must save your changes on each page before navigating to another page.
You will also notice several status indicators throughout the application; the meaning of these indicators is as follows: ● Not complete ● Completed ● Optional

Application Status
● [Contact Information](#)
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Click the “Un-submit” button.

Un-Submit Application

Grant Applicant: PENN STATE CONSTRUCTION J&D LLC
Project Title: Shannon 030921-1

Are you sure you want to **un-submit** this application?

Un-Submit

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.