



# pennsylvania

OFFICE OF THE STATE FIRE COMMISSIONER

## ATTENTION: PRESIDENT/CHIEF

On behalf of Governor Corbett, State Fire Commissioner Ed Mann is pleased to announce the 2014-15 Fire Company, Volunteer Ambulance Services Grant Program (Program).

The Commissioner invites all fire companies and volunteer ambulance services throughout Pennsylvania to submit a grant application for the Fiscal Year 2014-15 Program. The on-line application period will begin the first week of September 2014 and will remain open for 45 days. Exact dates and times will be listed on our web site closer to the grant opening.

Fire companies and volunteer ambulance services may apply for a grant in up to two of the four eligible program categories. The 2014-15 Program guidelines will be available for download on the OSFC webpage at [www.osfc.state.pa.us](http://www.osfc.state.pa.us). Volunteer fire companies that also provide volunteer ambulance service are eligible to apply for both a fire company grant and a volunteer ambulance service grant.

Organizations meeting the following criteria will be considered for grant eligibility:

- Fire Company- A volunteer fire company or a municipal fire company located in this Commonwealth.
- Volunteer Fire Company - A nonprofit chartered corporation, association, organization located in the Commonwealth which provides fire protection or rescue services and which may offer other voluntary emergency services within this Commonwealth. Voluntary emergency services provided by a volunteer fire company may include voluntary ambulance and voluntary rescue services.
- Volunteer Ambulance Service - Any nonprofit chartered corporation, association or organization located in this Commonwealth, which is licensed by the Pennsylvania Department of Health and is not associated or affiliated with any hospital and which is regularly engaged in the provision of emergency medical services, including basic life support or advanced life support services and the transportation of patients within this Commonwealth.
- Volunteer Rescue Companies - A nonprofit chartered corporation, association or organization located in this Commonwealth that provides rescue services as part of the response to fires and/or vehicle accidents within this Commonwealth.

Requests for funding for a combination of up to two projects in the following eligible categories may be submitted for consideration with each grant application:

1. Construction and/or renovation of the fire company's or ambulance service's facility and purchase or repair of fixtures and furnishings necessary to maintain or improve the capability of the company to provide fire, ambulance and rescue services.
2. Purchase or repair of firefighting, ambulance or rescue equipment.
3. Debt reduction associated with the facility (1) or equipment (2) categories above.
4. Training and certification of members.

Fire company grant awards will be calculated using a basic award which will be a portion of the applicant's grant request (the amount of this basic award will be a predetermined, standard amount for all applicants based on the total amount of the grant requests and the grant funds available), plus an additional award representing all or a portion of the remainder of their request which will be determined by applying an award factor based on bonus points as described in the program guidelines.

If necessary, the “additional award” portion of the grant will be prorated so that total grant awards do not exceed the total grant funds available. Fire company grants to individual fire companies shall not exceed \$15,000 and be no less than \$2,500.

Grant awards to volunteer ambulance services will be prorated so that total grant awards do not exceed the total grant funds available. Volunteer ambulance service grants to individual volunteer ambulance services shall not exceed \$10,000 and no less than \$2,500.

**An organization that applies for this year’s grant but has not fulfilled the requirement to submit a Final Report documenting the expenditures of funds they received, in the 2013-14 grant year by September 2, 2014, will not be able to access the grant data base to submit a grant application for the current year. Any organization that hasn’t submitted a completed final report for grant years prior to 2013-14 is also prohibited from beginning any application until that final report is completed and submitted before the 45 day grant period closes.**

**Firefighter certification section of the application we will ask that you provide the last four numbers of the individual’s social security number.**

#### **IMPORTANT CHANGES TO THE 2014-15 PROGRAM**

**Regional or Joint Project**--A cooperative agreement wherein any combination of three (3) or more separately chartered fire or rescue companies agree to use all or any portion of their respective grant request to jointly complete any project that qualifies under the Act. **To be eligible for a joint project, each company’s share shall not be less than \$5,000 per organization.**

*The applicant shall, upon completion of the project, but no later than September 1, 2015, file a Final Report with the Agency in a manner and form prescribed by the OSFC. **The final report procedure is now incorporated as part of the on-line application** and requires either paid invoices from a vendor or cancelled checks and invoices from the vendor for the fundable projects completed and paid for during the grant cycle (July 1, 2014 – September 1, 2015). **Final Reports still require a signature and copies of the invoices/checks mailed to the OSFC to complete the grant process.** If the invoices or purchases are not approved in your grant application, an amendment to the grant application is required. **The amendment procedure is also incorporated as part of the on-line application process.** Any grant funds not expended by the applicant for the project shall be returned to the Agency prior to or with the filing of the Final Report. Failure to file a Final Report will be grounds for the Agency to seek the return of all grant funds awarded.*

The Program e-Grant application is intended to make the grant application/award process easier for everyone concerned. It is strongly recommended that you use this application process to file your grant application. On-line grant help is available throughout the application process by clicking on “Application Assistance.” We suggest that you access the instructions and study them before beginning your grant application.

Since information regarding your grant application will be sent to you via e-mail, it is extremely important that you keep all of your contact information current in this e-Grant system. Use the “**Edit Your User Profile**” link on the Application Main Menu page to **keep your information up to date so that you are notified of any change regarding your application’s status.**

A paper application form is available upon written request, **only if you don’t have internet access**, to:  
OSFC Grant Program  
2605 Interstate Drive  
Harrisburg, PA 17110-9364