

## Volunteer Firefighter Assistant (VFA) Grant Frequently Asked Questions

Question: What percent of our staff should be volunteer firefighters to apply?

Answer: While 80% or more is the target range, paid departments are also encouraged to apply. Please review the Application Guide for complete eligibility requirements at: <https://www.colorado.gov/pacific/dfpc/grants-administration>

Question: Can other agencies apply for this grant?

Answer: Possibly, eligibility is limited to “rural” fire departments with an active FDID serving a community population of 10,000 or less, that report to NFIRS, and are able to provide the 50% community share (match) at the time of application.

Question: Do I need to report NFIRS to receive this grant?

Answer: Yes, if you need assistance please call your local DFPC FMO or contact Marlinda Acevedo at 303-239-5827 or [Marlinda.Acevedo@state.co.us](mailto:Marlinda.Acevedo@state.co.us).

Question: Can I spend more than \$5,000 on a single item if the department pays for the rest?

Answer: No, that item will be considered a capital expenditure. A single item may not exceed the \$4,999 dollar threshold.

Question: What are eligible in-kind contributions?

Answer: Please review the Volunteer Fire Assistance Application Guide for more information on in-kind contribution guidelines. The Department will still have to show proof of payment for the total amount in order to receive 50% reimbursement. In-kind contributions and relevant documentation must be during the grant cycle.

Question: How do I determine the Labor Rate for In-Kind Contributions? The following location, used by the US Forest Service, has state specific information: [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)

Question: Can I ask for reimbursement for items outside the grant cycle?

Answer: No, eligible expenses must occur within the grant cycle. (I.e. date of award through date reimbursement is required)

Question: Is there a match with this grant?

Answer: Yes, there is a 50% match with this grant, however, the department pays 100% upfront purchase of equipment and/or training that is reimbursed at 50% when program requirements have been met.

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Question: How do I seek reimbursement for this grant?

Answer: You must send a copy of the award letter, the completed W-9, AD 1048, and Reimbursement Request form, zero invoices, and proof of payment.

Question: Can I save the grant application and return to it?

Answer: Yes, you need to fill out the initial page of the Application form, select “Next” and it will send you an email of the application. You must complete an entire page and hit the “next button” for the form to save. You may exit out at this time and return where you left off.

Question: Can I print the grant application?

Answer: Yes, there is an option at the end of the application.

Question: How do I know the application was successfully sent?

Answer: The application will display a “Thank You” page and you will receive an email thanking you for your submission.

Question: Can I see the entire application and print it to gather data before beginning?

Answer: Yes, go to the DFPC Grant Administration page:

<https://www.colorado.gov/pacific/dfpc/grants-administration> (sample application).

Question: Is there anyone that can help me if the Grant Manager is not in the office?

Answer: Yes, for help with reimbursements please contact Richard Ryberg at 303 239-5885 or [Richard.ryberg@state.co.us](mailto:Richard.ryberg@state.co.us). For help with other questions, please contact Chivon Spears at 303 239-5868 or [chivon.spears@state.co.us](mailto:chivon.spears@state.co.us).

Question: Are the reimbursement forms easily accessible?

Answer: Yes, they are available on the DFPC Grant Administration Page:

<https://www.colorado.gov/pacific/dfpc/grants-administration>