Reporting Accomplishments in the Local Fire Response ARM

User Guide







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The Big Picture

The Local Fire Response Accomplishment Reporting Module, also called the Response ARM, is for reporting where and how federal grant funds are being invested to meet the objectives of building wildfire response capacity with volunteer fire departments in rural communities and is where you will:

- Report on key details about each of the Volunteer Fire Department (VFD) Pass-Through Grant applications your agency receives every year
- Indicate any Other Program Investments where VFDs are receiving assistance in other ways, and
- Update these with the actual grants and the funding amounts used to pay for each type of assistance

Before you begin, it is important to understand how the Response ARM interacts with the other modules in GARP. There are three ARMs in GARP where key program accomplishments are reported, and these accomplishments are automatically fed into the grant Performance Reports in the Cross Program ARM. The Response ARM, shown in dark gray, is where you report how Volunteer Fire Program funds are being used to assist specific VFDs. The Response ARM will then use the VFD's mapped response boundary to automatically identify the communities assisted, which you can view in the Community ARM.





Important Response ARM Information

Response ARM Benefits	 The Response ARM aggregates your VFD assistance accomplishments into a national dataset so that NASF and the USDA Forest Service can demonstrate the impact and value of the investments in these programs when communicating with Congress and the White House The Response ARM automatically calculates the assistance-to-date for each of your agency's active Volunteer Fire Program grants, aggregating the details that you report for each VFD pass-through grant and other investment
VFD Assistance Reporting	 For each VFD assistance application received you will report key details including the type requested, how much funding was requested, and whether you approved the request or not You do not need to include requests made by ineligible applicants
Other Program Investments	• If you use Volunteer Fire Program funds for additional types of capacity building for specific VFDs (e.g., training academies, staff managing federal property), you will report this as " Other Program Investments " and indicate each VFD assisted via this funding
FDRB Database	• Because most VFDs have their response boundaries mapped in the Fire Department Response Boundaries (FDRB) database, the Response ARM can light up where your accomplishments are making a difference at the local level
Add or Update Records	• The Response ARM gives you options to add/update records one-a-time or import details in bulk using special templates
Mapped Boundary	• GARP will use the mapped boundary of each VFD assisted to automatically find all communities assisted as a result



GARP Account

If you don't already have one, you will need a GARP account approved as a Response ARM State Grant Manager to get access to the features described here. **Google Chrome** or **Microsoft Edge** are the supported and preferred browsers for this application.

- 1. You can Sign Up for an account from the GARP website here, which is located under "Grant Reporting" under "Accomplishment Reporting Modules"
- 2. To learn how to sign in or sign up, please see the Sign Up and Sign In Video or guide at the GARP website <u>here</u>, which is located under "**Resources**" under "**Local Fire Response ARM Resources**"
- 3. If you sign in and do not see the authority you would expect, please contact support@garphub.org for assistance







Reporting Guidance

- 1. You can review the business rules for the reporting elements you will be responsible for in the Response ARM by selecting "**Reporting Guidance**" from the header
- 2. If needed, you can use the "Print" button for offline reference to these details

Note: You do not need to be signed In to view this information.

3. For guidance on which VFDs are eligible, please consult the Volunteer Fire Program Grant Eligibility section of the User Guide here

	ONSE HOME	VFD ASSISTANCE 🗸	DASHBOARD 🗸	GRANTS	REPORTING GUIDANCE	SUPPORT	VI.19.0.314 Oklahoma GrantManager
Reporting Guidance							Print
	About					<u> </u>	
	Volunteer Fire program grant by the state agency, so that th the local level. NOTE: Use of V etc.) are not included as part o Fire Response Accomplishmer	reporting includes providi e Program Demand for as olunteer Fire program fur of Program Demand repor tts Reporting Module.	ing key details about ea ssistance can be quantif ids for other purposes (ting; however, such use	ch eligible VFD ied relative to t e.g., funded pro e of funds IS inc	pass-through grant application he funds available to support o ogram support positions, fire ti luded in Program Investment r	(request) received capacity building at raining academies, reporting in the Local	
	Local Fire Response Gra	int Accomplishment	s Business Rules			<u> </u>	
	VFD Pass-Through Grant	Application Details					
	Volunteer Fire Departm Select the VFD that applied for	ent grant funding. If the depart	ment is not in the list ple	ase contact sup	port@garphub.org for assistance	.	
	State Tracking ID Enter your state application trac	king number, if you have o	ne				
	Application Status		· <u> </u>				



Adding VFD Pass Through Grants

The Volunteer Fire Program must quantify the amount of unmet demand for funding so that Congress and the White House can understand the requests coming from VFDs in smaller communities. In the Response ARM, you will report key details for each VFD request for a pass-through grant. You do not need to include requests made by ineligible applicants.

You can report on these VFD applications received by entering each one individually, or you can import all of them in bulk using a special template.

The USFS and NASF will use all VFD pass-through grants reported to quantify program demand, so **you must report all requests from eligible VFD applicants**, even those applications that were not approved. We will look at how to add grant applications individually; to see how to upload grants in bulk, go <u>here</u>.

- 1. Once signed in, select the "VFD Assistance" drop down
- 2. Select "Program Demand" if your agency delivers assistance using pass-through grants to VFDs





Adding VFD Pass-Through Grant Applications Individually

- 1. From the "**Program Demand**" page, you will see the "**All Program Funding Demand**" table, initially empty until any VFD pass-through grant records are added
- 2. In the "Actions" panel, select "+Add VFD Grant Application" to use the option for adding applications individually

LOCAL FIRE RESPONSE	HOME	VFD ASSISTANCE 🗸	DASHBOARD 🗸	GRANTS	REPORTING GUIDANCE	SUPPORT	Oklahoma GrantMai	v1.19.0.314 Inager 🔺
Program Demand	All Progra	m Funding Demand						
All Program Funding Demand								
Actions		olumns 👳 Filter	s 🛃 Export				Q Search	
+ Add VFD Grant Application	Applicant	t Name Req	uested Assistance	Requested	F Total Project Req	uest Date Status	Actions	
✤ New VFD Applications Template								
▲ Import New VFD Applications								



Adding VFD Pass-Through Grant Applications Individually (Continued)

- 3. Select the "Volunteer Fire Department" drop down
- 4. Either select the VFD from the list of all Fire Departments the Response ARM has in its database or begin typing the name of the VFD to find it more quickly
 - a. The list contains the FD name, the associated county, and, when available, the FDID and the FD Type

Note: If you do not see the VFD in the list, please contact support@garphub.org with the VFD Name and County it is in, so it can be added to the list.

LOCAL FIRE RESPONSE HOI	ME VFD ASSISTANCE -	DASHBOARD 🗸	GRANTS	REPORTING GUIDANCE	SUPPORT	Oklahor	v1.19.0.314 ma GrantManager 🔺
Add VFD Pass-Through Grant Application	1					CANCEL	SAVE
Application Details							
*Volunteer Fire Department							3
Ad							×
Ada Fire Department Pontotoc FDID: 62001 Type:	NULL						i
Adair County Tri-Community Fire Department NULL	FDID: 1009 Type: NULL						
Adair Fire Department Mayes FDID: 46001 Type: N	IULL						
ADAMS Texas FDID: NULL Type: NULL	4a						
Addington Volunteer Fire Department Jefferson FDI	D: 34001 Type: NULL						
Airport Road Fire Support, Inc. NULL FDID: 57035	Type: NULL						
Alden Volunteer Fire Department Caddo FDID: 8015	6 Type: NULL						



Adding VFD Pass-Through Grant Applications Individually (Continued)

here

- 5. Optional: Select the "State Application Tracking ID" and enter the application tracking number if available; this will help align with your internal tracking system
- 6. Select the "Application Status" drop down; if the application has been approved, select "Funded Grant Open". If the VFD is eligible for federal funding but their application was not approved, select "Not Funded Eligible"; you can view the definitions for Applications Statuses <u>here</u>
 - If the application is funded, you will see Actual Federal Project Investment and Local Investment & Project Outcomes, discussed here
 - Once a funded application has been marked up with all its actual funding, you will use the "Funded Grant Complete" status
 - Lesser used statuses are "**Pending**'" for when you haven't decided to approve the request, "**Not Funded Ineligible**" for records you may include but are not required, and "**Cancelled**" if the request is later rescinded; the status can easily be updated as needed by choosing to "**Edit**" later, as shown

	HOME	VFD ASSISTANCE -	DASHBOARD 🗸	GRANTS	REPORTING GUIDANCE	SUPPORT	Oklal	noma GrantManag
Add VFD Pass-Through Grant Applica	ation						CANCEL	SAVE
Application Details								
*Volunteer Fire Department 🕕								
Addington Volunteer Fire Department Jefferson	n FDID: 340	01 Type: NULL						
Select Volunteer Fire Department.								
State Application Tracking ID			5 *Ap	plication Status	0			
Enter State Application Tracking ID			Se	lect Applicatior	n Status			×
*Request Date 🕕			Pe	ending				
03/13/2025			Fu	unded - Grant C	pen			
			Fu	unded - Grant C	omplete			
Planned Federal Funding Amount 🕕			Ν	ot Funded - Ine	ligible			
Enter Planned Federal Funding Amount (0.00 for	mat)		Ν	ot Funded - Elig	ible			
			Ca	ancelled				



Adding VFD Pass-Through Grant Applications Individually (Continued)

- 7. Select the "**Request Date**" field and enter the date; this **is required** and should indicate the date that the application was due to or received by your agency. This will be used to determine the year of funding demand
- 8. Select the "Requested Federal Funding Amount" field, which is required and should indicate how much the VFD requested
- 9. Select the "**Planned Federal Funding Amount**" and enter the amount. This field is **required if the request is funded**, and it indicates the amount of federal funding you approved for the VFD pass-through grant
- 10. Select the "Estimated Funding Program" field and enter the amount; this field is required if the request is funded, and you should indicate which program is most likely to be used to fund the pass-through grant, with the understanding that once reimbursement requests come in you may choose to use funding from either or both programs

	НОМЕ	VFD ASSISTANCE -	DASHBOARD 🔻	GRANTS	REPORTING GUIDANCE	SUPPORT	Oklahon	vi.19 na GrantManager 🔺	.0.314
Add VFD Pass-Through Grant Application							CANCEL	SAVE	<u>,</u>
Application Details									
*Volunteer Fire Department									
Addington Volunteer Fire Department Jefferson FDID: 34001 Type: NULL								•	
Select Volunteer Fire Department.									
State Application Tracking ID 🕕		*Applicat	ion Status 🕕						Ш
Enter State Application Tracking ID		Funded	- Grant Open					•	Ш
*Request Date		*Request	ed Federal Funding Am	iount 🕕				8	
03/13/2025		12000							1
*Planned Federal Funding Amount 🕧		*Estimate	ed Funding Program 🕚)				10	
12000		Volunte	er Fire Capacity					÷	



Adding VFD Pass-Through Grant Applications Individually (Continued)

- 11. Below "**Requested Assistance Type(s)**", indicate each of the types regardless of whether the application was approved or not. It is ok if what was requested is not the same as the actual assistance that is ultimately funded; please see the Assistance Type Definitions <u>here</u>
- 12. Select the "Save" button once all details have been entered
- 13. A dialog box will appear, you can select "Add Another VFD Grant" to add another, or you can return to the list of VFD pass through grants by selecting "Return to List"; in this guide, we will look at what happens when we choose "Return to List" next

	HOME VFD ASS	SISTANCE - DASHE	DARD - GRAN	TS REPORTING GUIDANCE	SUPPORT	Okla	ahoma GrantManager	12
Add VFD Pass-Through Grant Application						CANCEL	SAVE	
Application Details								1
*Volunteer Fire Department 0								
Addington Volunteer Fire Department Jefferson FDID: 34001 Type: NULL							•	
Select Volunteer Fire Department.								
State Application Tracking ID 🕧		*Application Status	D					
Enter State Application Tracking ID		Funded - Grant Op	en				•	
*Request Date 🕕		*Requested Federal	Funding Amount 🕕					
03/13/2025		12000						
*Planned Federal Funding Amount 🕕		*Estimated Funding	Program 🕕					
12000		Volunteer Fire Cap	acity				•	
*Requested Assistance Type(s)								
Check all that apply. 11	VFD Pass-T	hrough Grant Sav	ed					
Communications	The new VFD grant ha	as been added. Woul	l you like					
Federal Property Conversion	to add another VFD grant?							
Inventoried Equipment								
PPE	Add Ar	nother VFD Grant						
Tools & Supplies	Re	eturn to List						
Training								



Viewing All Program Funding Demand

Once you add a grant, as shown <u>here</u>, you will see the newly added VFD Pass-Through Application in the "**All Program Funding Demand**" table with the default columns displayed. This table will always include both your funded and unfunded VFD pass-through applications, which together constitute the demand for Volunteer Fire Program funding.

- 1. Select "Columns" to add additional columns on the table or hide any columns you don't need to see
- 2. From the "Actions" column, select "Edit" to re-open the form for updating, select "View" to simply review the full details, or select "Delete" to remove the record entirely

		HOME VFD ASSISTANC	E 🕶 DASHBOARD 👻	GRANTS REPORTING GUIDANCE	SUPPORT	vi.19.03 Oklahoma GrantManager 🔺
Program Demand	All Program Funding Demand					
All Program Funding Demand						
Actions	III Columns 🗦 Filters	🛃 Export			Q Sea	rch
+ Add VFD Grant Application	Applicant Name	Requested Assistance	Requested Fed Funds	Total Project Cost Request Date	l Status	l Actions
▲ New VFD Applications Template	Find column	PPE, Tools & Supplies	\$4,950.00	\$2,192.00 02/25/2025	Funded - Grant Op	Edit View Delete
▲ Import New VFD Applications	Column title	Training	\$5,000.00	\$9,711.00 02/25/2025	Funded - Grant Co	Edit View Delete
	Applicant Name	Inventoried Equipment, PPE	\$12,000.00	03/13/2025	Funded - Grant Op	Edit View Delete
	FD County FDID	PPE, Tools & Supplies	\$5,000.00	\$4,500.00 02/25/2025	Funded - Grant Op	Edit View Delete
	🕞 FD Type	PPE	\$4,800.00	\$1,750.00 02/25/2025	Funded - Grant Op	Edit View Delete
	State Tracking ID	Communications	\$5,000.00	N/A 02/25/2025	Funded - Grant Op	Edit View Delete
	 State USFS Region NASF Region Requested Assistance Requested Fed Funds Planned Fed \$ Total Project Cost Request Date Hide all Show all 				Rows per page: 10 🔻	· 1−6 of 6 < >



Editing a VFD Pass-Through Grant Application

Once you select "Edit", as shown here, you can update the application.

- 1. We will update the "Requested Assistance Type(s)" by checking the box for "Tools & Supplies"
- 2. Select "Save"
- 3. You now see the added "Tools and Supplies" in the "Requested Assistance" column in the table

	HOME	VFD ASSISTANCE -	DASHBOARD 👻	GRANTS	REPORTING GUIDANCE	SUPPORT	Oklal	homa GrantManag	v1.19.0.31 ger	1	
Edit VFD Pass-Through Grant Application					CANO		RESET	SAVE			
Application Details											
*Volunteer Fire Department 📵											
Addington Volunteer Fire Department Jefferson FDID: 34001 Type: NULL									-		
Select Volunteer Fire Department.											
State Application Tracking ID 🚯		*Applicat	ion Status 🕕						_		
Enter State Application Tracking ID		Funded	l - Grant Open						-		
*Request Date 1		*Request	ed Federal Funding Am	nount		III Column	ıs			🛃 Export	
03/13/2025		12000				oplicant Nam	ne			Requested Assistance	lReque
*Planned Federal Funding Amount 1		*Estimate	ed Funding Program 🕚		F	agletown Vol	unteer Fire	Departmen	nt	PPF. Tools & Supplies	
12000		Volunte	er Fire Capacity		1	aft Volunteer		rtment		Training	
*Dequested Assistance Type(s)						alt volunteer	File Depai	D		In an ing	3
Check all that apply.					F	adington voi	unteer Fire	Departmen	IT	Inventoried Equipment, PPE, Tools & Su	рр
					A	rlington Volu	nteer Fire I	Department		PPE, Tools & Supplies	
Federal Property Conversion					A	lbany Volunt	eer Fire De	partment		PPE	
Inventoried Equipment					F	chille Volunte	eer Fire De	partment		Communications	
PPE 1											
Z Tools & Supplies											



Bulk Import of VFD Pass-Through Grants

As you can see, adding VFD pass-through details is straightforward, but states often process scores or even hundreds of applications each year. For this reason, the Response ARM also has an option to use a special template where you can enter all your applications and then import them in one batch.

- 1. From the "Program Demand" page, select the "New VFD Applications Template"
- 2. The Response ARM will automatically generate the template as a Microsoft Excel spreadsheet that gets downloaded to your computer

		НОМЕ	VFD ASSISTANCE -
Program Demand	All Program Funding Demand		PROGRAM DEMAND
All Program Funding Demand			PROGRAM INVESTMENTS
Actions	III Columns 📮 Filters	🛃 Export	
+ Add VFD Grant Application	Applicant Name	l Requested Assistan	ice IRe
▲ New VFD Applications Template	Eagletown Volunteer Fire Department	PPE, Tools & Suppli	es
▲ Import New VFD Applications	Taft Volunteer Fire Department	Training	
	Addington Volunteer Fire Department	Inventoried Equipm	ent, PPE, Tools & Supp
	Arlington Volunteer Fire Department	PPE, Tools & Suppli	es
	Albany Volunteer Fire Department	PPE	
	Achille Volunteer Fire Department	Communications	





New Application Template - How to Use Worksheet

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1

- 1. Select "Enable Editing" to be able to make changes
- 2. Select "File" to save the file to a location you can easily find for when you import the file later; alternatively, you can keep it in the download folder
- 3. The "How to Use" worksheet provides instructions on what each of the other sheets include and how to use the template. Please review this information carefully
- 4. The "Purpose" section details the purpose of the template, noting that you can only report on VFD Pass-through grants using the bulk import
- 5. The "New Applications Import Worksheet" section describes what is expected in each column on the next worksheet, including indications of required details and expected values

Reminder: It is required that you report on any VFD pass-through grant application you received whose VFD is eligible for assistance, even if it is not funded, so that the data can be used to advocate for unmet program demand.

×	AutoSave Off 🗄 🥱 × 🤍 🗢 NewApplicationsTemplate-Oklahoma-2025-3-14 - Protected • Saved to this PC × 🖉 Search
Fi	ile Come Insert Page Layout Formulas Data Review View Automate Help BLUEBEAM Acrobat
C	PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing
A4	4 \vee : $\times \checkmark f_{x} \vee$ FDRB Mapped
1	A B C D E F G H
1	How to use this template [] Local Fire Response Accomplishments Reporting Module (Response ARM)
2	Purpose
3	This template is designed to support bulk uploading of NEW local response capacity building pass-through grant applications adm
4	As an added value, there are also details included about each of the Fire Districts in your state that you can optionally use for cho
5	Bulk import of New VFD Applications is only supported for VFD applicants that are included in this download (see Column A of 'Ne
6	For any OTHER Program Investment (i.e., not a pass-through grant to a VFD), please enter that directly from the Program Investm
7	DO NOT USE THIS TEMPLATE FOR reporting on actual funds spent on active funding requests. Please download the 'Open Grants &
8	FILL IN the details on the 'NEW APPLICATIONS IMPORT' worksheet and then use the 'IMPORT New VFD Applications' action from t
9	See below for specific guidance on the 'New Applications Import' & 'Fire District Details' worksheets included in this template.
10	
10	
11	New Applications Import Worksheet
11 12	New Applications Import Worksheet Use the 'New Applications Import' tab to enter all of the required details for EACH of the new FD pass-through grant applications
11 12 13	New Applications Import Worksheet Use the 'New Applications Import' tab to enter all of the required details for EACH of the new FD pass-through grant applications Please ensure the labels in the top row are not altered, because they are used by the system when uploading.
11 12 13 14	New Applications Import Worksheet Use the 'New Applications Import' tab to enter all of the required details for EACH of the new FD pass-through grant applications Please ensure the labels in the top row are not altered, because they are used by the system when uploading. Below is a list of the details to be provided, with required items noted.

17	<u>Columns</u>	Guidance
18	Volunteer Fire Department	REQUIRED All FD names available in the Response ARM are pre-loaded. A row should be filled out f
19	County	IGNORED ON UPLOAD For informational purposes only; the County Name is filled in per FD by defau
20	FDID	IGNORED ON UPLOAD For informational purposes only; indicates the FDID currently thought to be a
21	State Tracking ID	OPTIONAL If you use an application identifier in your system and want to use it for your convenienc
22	Request Date	REQUIRED Enter the date that the VFD application was due to (or received by) your agency.
23	Application Status	REQUIRED Indicates the status of the application at time of upload. Choices are: 'Pending', 'Funded
24	Requested Federal Funding Amount	REQUIRED Indicate the federal funding requested by the applicant in dollars.
25	Planned Federal Funding Amount	CONDITIONALLY REQUIRED If the Application Status is 'Funded - Grant Open', then you MUST indica
26	Estimated Funding Program	CONDITIONALLY REQUIRED If the Application Status is 'Funded - Grant Open', then select the Fundin
27	Communications	CONDITIONALLY REQUIRED AT LEAST ONE Assistance Type must be 'Yes'; Indicate 'Yes' if this Assist
28		
	How to Use New Application	ns Import Fire District Details Possible Choices
Read	dy 12	



New Application Template - How to Use Worksheet (Continued)

- 5. Scroll down to the "**Fire District Details**" section; this section describes the information that has been pre-calculated for each FD based on their mapped response boundary, when available, and is included in this template as an optional aid in deciding which VFD requests to approve for funding
- 6. The "**Under-10k Communities**" is meant to show, geographically, how many communities have populations under 10,000 that intersect the FD's response area, thus indicating their eligibility for federal funding
- 7. The "Wildfire Hazard Potential" helps indicate, relative to the values within your state, how high or low the average hazard potential is for that FD's response area
- 8. "Wildfire Occurrences" come from occurrence data locations reported to NASF, and the number of occurrences within the last 5 years for the FD's response district

34	Fire District Details Work	sheet
35	This worksheet is for INFC	RMATIONAL PURPOSES ONLY and can optionally be used to determine which VFD applications to approve for funding.
36	The worksheet contains F	ire District Details that may be helpful when deciding which applicants to grant funding to.
37	The Fire District Name, FD	ID, and Type come from the National Fire Department Response Boundary (FDRB) data initiative, whose ongoing mission is to map all of the fire district response areas in the country.
38	NOTE: In many cases the I	DID and FD Type are still currently unknown.
39	If you have received an ap	plication from a Fire District that does not appear in the list, please CONTACT the Support Team at support@garphub.org
40		
41	Under-10k Communities	This is the number of Census County Subdivisions with populations under the federal eligibility threshold for VFD Pass Through grants that the FD's Response Area intersects.
42	Wildfire Hazard Potential	This indicates if the FD Response Area has a Very High, High, Moderate, Low or Very Low Wildfire Hazard Potential, based on the average value in that area relative to the range of WHP within the state (i.e., values are not relative
43	Wildfire Occurrences	The number of Wildfire Occurrences per FD is calculated by intersecting the wildfires reported in the inFORM database (2020-2024) that are within the Fire District's response area.
44	FDRB Mapped	This indicates whether the FD's Response Area is mapped in the national Fire Department Response Boundaries database at the time the template was generated.
45		▼
	How to Use	New Applications Import Fire District Details Possible Choices 🕂
Rea	ady 🛛 😤 Accessibility: Good to	go 🖽 🗐 🛄 + 100%



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New Application Template - How to Use Worksheet (Continued)

10. Because some FD response boundaries are not yet mapped, the "Fire District Details" Worksheet contains a column for the "FDRB Mapped" value of "Not Mapped" to help you understand why you might see "NULL" for the other three indicators

Note: If you have received an application from a VFD whose boundary is not mapped, and you are able to provide this boundary to the GARP Team, please contact support@garphub.org.

34	Fire District Details Worksheet									
35	This worksheet is for INFORMATION	AL PURPOSES ONLY and can optio	onally be used to determin	e which V	/FD applicatio	ons to a	oprove for funding.			
36	The worksheet contains Fire District	Details that may be helpful when	deciding which applicant	s to grant	t funding to.					
37	The Fire District Name, FDID, and Typ	pe come from the National Fire De	epartment Response Boun	dary (FDR	RB) data initio	ative, wł	ose ongoing mission is	to map all of the fire district respo	nse areas in the countr	
38	NOTE: In many cases the FDID and FL	D Type are still currently unknowi	n.							
39	If you have received an application f	rom a Fire District that does not a	appear in the list, please C	ONTACT	the Support 1	Team at	support@garphub.org			
40										
41	Under-10k Communities	This is the number of Census Co	ounty Subdivisions with po	opulation	s under the fe	ederal el	igibility threshold for VF	D Pass Through grants that the FD'	s Response Area inters	
42	Wildfire Hazard Potential	This indicates if the FD Respons	e Area has a Very High, Hi	gh, Mode	rate, Low or	Very Lov	v Wildfire Hazard Potent	ial, based on the average value in t	that area relative to the	
43	Wildfire Occurrences	The number of Wildfire Occurre	ences per FD is calculated b	by interse	cting the wild	fires rep	ported in the inFORM da	tabase (2020-2024) that are withir	n the Fire Distring or sp	
44	FDRB Mapped	This indicates whether the FD's	Response Area is mapped	in the na	tional Fire De	epartme	nt Response Boundaries	database at the time the template	was generated.	
45				•~						
	How to Use New Ap	plications Import Fire	A	В	C D		E	F	G	Н
Re	ady 🌮 Accessibility: Good to go			Count	FDI					FDRB
		1	Fire District Name	У	D FD Ty	pe Uno	ler-10k Communities	Wildfire Hazard Potential	Wildfire Occurrences	Mapped
		2	#9 Area Volunteer Fin	NULL	6101 NULL	NU	L	NULL	NULL	Not Mapped
		3	106 FIRE DISTRICT	кау		6	1	High	NULL	Mapped
		4	106 Kurai Fire District	NULL	3600 NULL	NU	-L	NULL		Not Wapped
		5	A AND B Achillo Voluntoor Eiro	Allalla	7001 NULL	2 2		Nonclow	5 NHH	Mapped
		7	Ada Fire Department	Pontoto	6200 NULL	Z /		Very Low	28	Mapped
		2	Adair County Tri-Com	NULL		4 NH	I	NULL	NUU	Not Manned
		9	Adair County In Com	Mayes	4600 NULL	3		Very Low	NULL	Manned
		10	ADAMS	Texas	NULL NULL	2		Very Low	NULL	Mapped
		11	Addington Volunteer	Jefferso	3400 NULL	2		Moderate	4	Mapped
			How to Use	New A	pplications Ir	nport	Fire District Details	Possibl (A) : (- FF
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New Application Template – Import Worksheet

- 1. The "New Applications Import" worksheet is where you will enter the required details; you must keep the worksheet name the same when you import the file into the Response ARM
- 2. When importing this file, the Response ARM requires that all expected column names match exactly what is in the template; you may add your own custom columns if that helps you for internal tracking; the Response ARM will ignore them when processing your file
- 3. For each VFD that requested funding for a pass-through grant, find the row with its name and enter the required details

Note: If you do not see an applicant VFD in this list, please contact support@garphub.org, and the team will assist with adding it to the list.

4. The template has formatting and pick lists configured to help you avoid input mistakes. However, if you choose to copy and paste details from another source into the template, you will likely overwrite these configurations, so please check that you are using correct inputs so that you avoid getting errors when importing data

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V	/olunteer Fire				Request			, 				Federal Proper		_
1 0	Department	County	FDID	State Tracking ID	Date	Application Status	Requested Federal	Funding Amount	Planned Federal Funding Amount	Estimated Funding Program	Communications	Conversion		
2 #	9 Area Volunteer F	Ire NULL	61014											
3 1	06 FIRE DISTRICT	Kay	NULL											
4 1	106 Rural Fire Distri	ict NULL	36005										Not Funded - Eligible	2
5 A	A AND B	Alfalfa	NULL											
6 A	Achille Volunteer Fi	re [Bryan	7001											
7 A	Ada Fire Departmen	nt Pontotoc	62001	1257	03/17/2025	5 Not Funded - Eligible		\$7,000.00			Yes		Funded - Grant Open	1
8 A	Adair County Tri-Co	mm NULL	1009									3		
9 A	Adair Fire Departme	ent Mayes	46001	1237	03/15/2025	5 Funded - Grant Open		\$5,000.00	\$5,000.00	Volunteer Fire Capacity	Yes			
10 A	ADAMS	Texas	NULL											
11 A	Addington Voluntee	r FiJefferson	34001				4							
12 A	Afton Fire Departme	ent Ottawa	58001	1239	03/15/2025	5							>	T
13 A	AGRA	Lincoln	NULL			Application	Status						Pending	
14 A	Airport Road Fire Su	ppeNULL	57035			Select a valu	ue from the						Eunded - Grant Open	tatu
15 A	Albany Volunteer Fi	re [Bryan	7019			following							Net Surded Liter State	e fr <mark>on</mark>
16 A	Albion Fire Departm	ent Pushmataha	640	T								•	Not Funded - Ineligible	
	How to	Use New Appli	cations Import	Details Possible Cho	ices (+)							•	Not Funded - Eligible	
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New Application Template – New Application Import Worksheet (Continued)

Please ensure the following when entering details for VFD requests:

- The name used in the "Volunteer Fire Department" column must exactly match a value in the downloaded list. Do not make corrections or changes in the template; instead, provide any desired corrections to support@garphub.org as needed
- The "State Tracking ID" can not be more than 20 characters and is optional
- The "Request Date" must be a full date format including day, month, and year (e.g., 01/01/2025)
- The "Application Status" has a pick list, and the value must match one of the valid statuses exactly
- The "Requested Federal Funding Amount" and, when applicable, "Planned Federal Funding Amount" must have correct currency number formatting (e.g., no negative values; avoid using three or more decimal places)
- The "Estimated Funding Program" has a pick list, and the value must match one of the valid grant program names exactly
- "Assistance Type" columns are: "Communications", "Federal Property Conversion", "Inventories Equipment", "PPE", "Tools/Supplies", and "Training". Each of these have a pick list, and you must indicate "Yes" in at least one type per request row. You can leave cells blank or enter "No" for types not requested. You may delete any assistance type columns that you will never use
- Optional: You can delete any row that is unused



TIMMONS GROU

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New Application Template – Fire District Details Worksheet

1. Below is an example "Fire District Details" worksheet; use of these details is optional and provided for informational purposes only

2. The example below shows a VFD that might be a good candidate for funding because its response area overlaps five rural (under 10,000 population) communities; the wildfire hazard potential is relatively high, and it has 12 reported wildfires in its area over the last five years

	Α	В	С	D	E	F	G	Н	1	J	К	L	M 🚔
								FDRB					
1	Fire District Name	County	FDID	FD Type	Under-10k Communities	Wildfire Hazard Potential	Wildfire Occurrences	Mapped					
2	#9 Area Volunteer Fire Department	NULL	61014	NULL	NULL	NULL	NULL	Not Mapped					
3	106 FIRE DISTRICT	Кау	NULL	NULL	6	High	NULL	Mapped					
4	106 Rural Fire District	NULL	36005	NULL	NULL	NULL	NULL	Not Mapped					
5	A AND B	Alfalfa	NULL	NULL	5	High	5	Mapped					
6	Achille Volunteer Fire Department	Bryan	7001	NULL	2	Very Low	NULL	Mapped					
7	Ada Fire Department	Pontotoc	62001	NULL	4	Very Low	28	Mapped					
8	Adair County Tri-Community Fire Department	NULL	1009	NULL	NULL	NULL	NULL	Not Mapped					
9	Adair Fire Department	Mayes	46001	NULL	3	Very Low	NULL	Mapped					
10	ADAMS	Texas	NULL	NULL	2	Very Low	NULL	Mapped					
11	Addington Volunteer Fire Department	Jefferson	34001	NULL	2	Moderate	4	Mapped					
12	Afton Fire Department	Ottawa	58001	NULL	3	Very Low	2	Mapped					
13	AGRA	Lincoln	NULL	NULL	2	Low	2	Mapped					
14	Airport Road Fire Support, Inc.	NULL	57035	NULL	NULL	NULL	NULL	Not Mapped					
15	Albany Volunteer Fire Department	Bryan	7019	NULL	3	Very Low	NULL	Mapped					
16	Albion Fire Department	Pushmataha	64001	NULL	4	High	129	Mapped 2					
17	Alden Volunteer Fire Department	Caddo	8015	NULL	5	High	12	Mapped					
18	Alderson Fire Department	Pittsburg	61001	NULL	1	Low	2	Mapped					
19	ALEX	Grady	NULL	NULL	2	Moderate	3	Mapped					
20	Alfalfa Volunteer Fire Department	Caddo	8014	NULL	4	Low	2	Mapped					
21	ALINE	Alfalfa	NU	NULL	3	Low	NULL	Mapped					
22	Allon Fire Department	Fire District Det				Vorylow	Q	Mannod					
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Rea	idy 🏹 Accessibility: Good to go								Ħ	e e] – —	+	100%



Importing the New VFD Applications

- 1. Select the "VFD Assistance" drop down and select "Program Demand"
- 2. Select "Import New VFD Applications"
- 3. You will land on the "Import New VFD Applications" page and will be prompted to select the file you want to import
- 4. Select the file location where you saved the document
- 5. Select the file, then select "Open"

					1					
			номе	VFD ASSISTANCE -		Program Demand		All Pr	ogram Fund	ling Demand
						All Program Funding	Demand			
VFD Pass-Through Grant Details						Actions			III Columns	
				PROGRAM INVESTMEN	IS	+ Add VED Grant Ap	olication		pplicant Name	
Application Details						New VED Applicati		- E	agletown Volunte	eer Fire Departmer
							2		oft Volunteer Fire	Department
						▲ Import New VFD A	pplications		ant volunteer Fire	Department
					L			A	ddington Volunte	<u>er Fire Departmer</u>
		НОМЕ	VFD ASSISTA	NCE - DASHBOARD	-	GRANTS REPOR	TING GUIDANCE	SUPPOR	г	Ok
	C Open								:	×
Import New VFD Applications	$\leftarrow \rightarrow \checkmark \uparrow \blacksquare $	Mica - Timmons Group Inc > Doo		~ C	Search Docume	nts p],			
Import your completed template here Import 'New Applications'	Organize 🔻 New folder								≣ • 🖪 💡	
	> 🔀 Pictures		Name	^	Status	Date modified	Туре	Size		
	> 🚞 Scans		_見 Azure Bo	ards	Ø	11/15/2024 11:42 AM	Internet Shortcut	1 KB		1
	> 🚞 Videos		📧 Brad and	Keith - Upcoming Tasks for GARP	0	7/12/2024 12:05 PM	Microsoft Excel W	28 KB		
		[GARP Rol	lout	٥	6/26/2024 2:59 PM	Microsoft Excel W	14 4		
	Documents	*	😰 NewAppl	icationsTemplate-Oklahoma-20	C	3/17/2025 9:10 AM	Microsoft Excel W	139 KB		
	🛓 Downloads	*	Popcorn	Inventory 9_11_24	0	9/11/2024 12:54 PM	Microsoft Excel W	10 KB		
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	File name:	NewApplicationsTemplate-Oklah	homa-2025-3-14				~	Microsoft E	rksheet 🗸	
							Upload from mobile	Open	Cancel	
										.::



Importing the New VFD Applications (Continued)

- 6. The Response ARM checks for valid inputs during the import process. If all the rows have valid entries, you will see an "**Import Successful**" message indicating how many VFD applications were imported
- 7. From the success message, select "OK"
- 8. You will be returned to the "Program Demand" page where you can see your newly imported records in the table





Understanding Import Errors

Note that the import validates entries in three steps:

- First, all rows must pass basic validation (cells have valid inputs)
- Second are logical checks (e.g., if the grant has been funded, have you indicated the funding amount)
- Third is checking for duplicates both within the template and against the data already in the Response ARM

If the Response ARM detects any problems, your data will not be imported; instead, you will see descriptions of the issues found per row in the spreadsheet.

1. In this example, row 8 is missing required information: none of the assistance types had a value of "Yes" and because the "Application Status" is "Funded", there is a conditional requirement that the "Planned Federal Funding Amount" and "Estimated Funding Program" are provided

D34	\checkmark : $\times \checkmark f_x$											
	А	В	С	D	E	F	G	н	I.	J	К	
1 Vo	blunteer Fire Department	County	FDID	State Tracking ID	Request Date	Application Status	Requested Federal Funding Amount	Planned Federal Funding Amount	Estimated Funding Program	Communications	Federal Property Conversion	ln Eq
2 A	AND B	Alfalfa	NULL									
3 Ac	chille Volunteer Fire Department	Bryan	7001									
4 Ac	da Fire Department	Pontotoc	62001									
5 Ac	dair County Tri-Community Fire Depar	NULL	1009									
6 Ad	dair Fire Department	Mayes	46001									
7 A[DAMS	Texas	NULL									1
8 <mark>A</mark>	ddington Volunteer Fire Department	Jefferson	34001	12345	02/27/2025	Funded - Grant Open	\$5,000.0	0				Y
9 Af	ton Fire Department	Ottawa	58001									
10 A0	GRA	Lincoln	NULL									
11 Ai	rport Road Fire Support, Inc.	NULL	57035									
12 Al	bany Volunteer Fire Department	Bryan	7019									
13 Al	bion Fire Department	Pushmataha	64001									
14 Al	den Volunteer Fire Department	Caddo	8015									
15 Al	derson Fire Department	Pittsburg	61001									
16 AI	EX	Grady	NULL									
17 Al	falfa Volunteer Fire Department	Caddo	8014									
18 AI	INE	Alfalfa	NULL									
19 Al	len Fire Department	Pontotoc	62002									



Understanding Import Errors (Continued)

2. When trying to import this file, you see errors listed, as shown in the picture below

3. Once corrections have been made to all issues, select "RE-IMPORT"

	HOME	VFD ASSISTANCE 🗸	DASHBOARD 👻	GRANTS	REPORTING GUIDANCE	SUPPORT	Oklahom	vi na GrantManager 🔺	.18.1.30
Import New VFD Applications								RE-IMPORT	
There were errors with the data provided. Please fix the following errors and try agai	in.								
Row 8 Has the following Errors		2							
 Requires at least 1 Assistance Type to be 'Yes' At least one requested assistance The planned federal funding amount is required when the application status is ' The estimated funding program is required when the application status is "Fund 	e type must b "Funded - Gr ded - Grant C	e provided. ant Open". pen".							



Reporting Program Investments

All actual investments in local fire response assistance will be reported in the Response ARM, including Volunteer Fire Program funding and state and local investments. You can report on actual investments either by updating each record individually, or you can import all updates to cumulative spending and assistance to date using a special template.

Program Investments are reported for any VFD Pass-Through Grant or Other Program Investment that has a status of "Funded – Grant Open".

- 1. From the VFD Assistance menu, select "Program Investments"
- 2. The "Funded Grants & Investments" table will appear, and it will include any of the VFD Pass-Through Grants that you indicated as funded



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Other Program Investments

In addition to VFD pass-through grants already described, the Volunteer Fire Program invests in other types of capacity building assistance, and these investments often assist multiple VFDs. These can be investments in training academies, funding of staff who directly support distribution of federal excess property to VFDs, etc.

These types of assistance are reported in the Response ARM as "**Other Program Investments**". These must be added individually, meaning they cannot be included with the bulk import of "**New VFD Applications**".

- 1. From the "Program Investments" page, in the "Actions" panel, select "Add Other Program Investment"
- 2. Select the "**Program Investment Recipient**" field and type the name or description of the program investment (e.g., for staff positions supporting FEPP property distribution, you might use a label like FEPP Support Staff)
- 3. Select the "**Status**" field and choose the appropriate status; this uses the same statuses as for VFD Pass-Through Grants, so indicate the investment as "**Funded Grant Open**" if Volunteer Fire Program funding will continue for this type of assistance

			НОМЕ	VFD ASSISTANCE -	DASHBOARD 👻	GRANTS	REPORTING GUIDANCE	SUPPORT	Oklahor	vi.i ma GrantManager 🔺
Program Investments	Funded Grants	Add Other Program Investment							CANCEL	SAVE
Funded Grants & Investments		Program Investment Details								
+ Add Other Program Investment	Recipient Name	1- Enter the name or description of the program investment. This investment should NOT be for a VFD pa directly support VFDs response capacity outside the scope of pass-through grants, etc. Do not include inv select Funded-Grant Open. If the investment is no longer active, undate as Funded-Grant Complete	ss through gr estments in N	rant, but rather for use of p New/Expanded VFDs or gen	orogram funds support eral Program Adminis	ing local fire res ration costs he	sponse in other ways. Example re. 2 - Indicate the status of thi	s include training s other investme	g academies, staff p nt. If the investme	positions that nt is on-going,
Import Accomplishments	Adair Fire Depa	*Program Investment Recipient		2 *Status	0					3
	Addington Volu	FEPP Support Staff		Funded	l - Grant Open					× •
		Enter Program Investment Recipient.		Funded	l - Grant Open					
				Funded	l - Grant Complete					
		Volunteer Fire Department Directly Assisted		Cancell	led					



Other Program Investments (Continued)

4. Select the "Volunteer Fire Department(s)" drop down below the "Volunteer Fire Departments Directly Assisted" section and select each of the directly assisted departments from the list. You can leave this blank if no VFDs have received assistance yet, or recipients are not yet known; however, you must indicate at least one department once actual federal funding is used

Volunteer Fire Department Directly Assisted

Select each Volunteer Fire Department that has been DIRECTLY assisted by this investment. For example, for training academies, indicate each eligible VFD that received training, NOTE: the mapped response boundary of each VFD indicated (from the national Fire Department Response Boundaries dataset) will be intersected to automatically identify all of the Communities Assisted in the Fire Adapted Communities module.

Volunteer Fire Department(s) 🟮	
Select Volunteer Fire Department(s)	· · · · · · · · · · · · · · · · · · ·
Select Volunteer Fire Department.	
#9 Area Volunteer Fire Department NULL FDID: 61014 Type: NULL	
106 FIRE DISTRICT Kay FDID: NULL Type: NULL	
106 Rural Fire District NULL FDID: 36005 Type: NULL	
A AND B Alfalfa FDID: NULL Type: NULL	
Achille Volunteer Fire Department Bryan FDID: 7001 Type: NULL	
Ada Fire Department Pontotoc FDID: 62001 Type: NULL	
Adair County Tri-Community Fire Department NULL FDID: 1009 Type: NULL	
Adair Fire Department Mayes FDID: 46001 Type: NULL	
ADAMS Texas FDID: NULL Type: NULL	
Addington Volunteer Fire Department Jefferson FDID: 34001 Type: NULL	
Afton Fire Department Ottawa FDID: 58001 Type: NULL	
	•
Addington Volunteer Fire Department Jefferson FDID: 34001 Type: NULL 🔕 Select Volunteer Fire Department(s)	X 🔺
Select Volunteer Fire Department.	

Actual Federal Project Investment



Other Program Investments (Continued)

- 6. Select "Save"; when you are ready to add actual investments individually, go here for those steps
- 7. Select "Add Another Program Investment" to enter another or select "Return to List" to return to the Program Investments page
- 8. If you do not see a department that received assistance in the list, please contact support@garphub.org

	НОМЕ	VFD ASSISTANCE -	DASHBOARD 🗸	GRANTS	REPORTING GUIDANCE	SUPPORT	Oklahoma GrantManage	v1.19.0.314 er • 6
Add Other Program Investment							CANCEL	
Program Investment Details								
1- Enter the name or description of the program investment. This investment should NOT be for a VFD pass through grant, but rather for use of outside the scope of pass-through grants, etc. Do not include investments in New/Expanded VFDs or general Program Administration costs he Funded-Grant Complete.	of program Pre. 2 - Indic	funds supporting local fire i ate the status of this other i	response in other ways investment. If the inves	5. Examples incl stment is on-goi	ude training academies, staff ing, select Funded-Grant Oper	positions that di n. If the investme	rectly support VFDs response capa ent is no longer active, update as	acity
*Program Investment Recipient		*Status 📵						
FEPP Support Staff		Funded - Grant Open						•
Enter Program Investment Recipient.		Select Investment Status.						
Volunteer Fire Department Directly Assisted								

Program Investment Saved	
The new Program Investment has been ad Would you like to add another Program Investment?	ded.
Add Another Program Investment	
Return to List	



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Reporting Accomplishments on Any Program Investment Individually

For any Program Investment, whether it is a funded VFD Pass-Through Grant or Other Investment, you will update each record with the **cumulative investments to date**. Updates to these details can happen anytime you process reimbursements to the VFD but must be updated in the Response ARM no later than the end of the reporting period for the funding programs being used. Review the guidance on Reporting Cadences for each Grant Funding Program here.

1. From the "Program Investments" page, you will see a list of all your Funded VFD Pass-Through Grants and Other Investments

2. To add details about accomplishments to records one at a time, select "Edit" for the record you want to report on

		HOME VFC	DASSISTANCE V DA	5HBOARD - GRAN	'S REPORTING GI	UIDANCE SUPPORT	Oklaho	ma Gran	tManager 🔺
Program Investments	Funded Grants & Investments	PRO	GRAM DEMAND						
Funded Grants & Investments									
Actions	III Columns 🗦 Filters	🕁 Export				٩	Search		
+ Add Other Program Investment	Recipient Name	Types of Assistance	Requested Fed Fun	ds Total Project	ost Request Date	Status	Actions		
▲ Open Grants & Investments	Adair Fire Department	Inventoried Equipment	N	/A \$3,00	0.00 N/A	Funded - Grant Open	Edit	2	Delete
	Altus Fire & Rescue	Communications, Federal Property Conversion, PPE	\$6,000.	\$6,00	0.00 03/26/2025	Funded - Grant Open	Edit	View	Delete
	Achille VFD	Communications, Training	\$5,000.	\$10,00	0.00 03/26/2025	Funded - Grant Open	Edit	View	Delete
	Adair County Tri-Community FD	Tools & Supplies, Training	\$3,000.	\$6,00	0.00 03/26/2025	Funded - Grant Open	Edit	View	Delete
						Rows per page: 1	0 - 1-4	of 4	< >



Actual Federal Investment

Regardless of which type of record you're editing, you will scroll down to the Actual Federal Project Investment section. You will add details for each type of assistance funded with a specific grant. Initially the section will have no funding entries.

- 1. Select "+Add Row"; a row will appear with a set of four investment details
- 2. Select the "Assistance Type" for which you are reporting funding
- 3. Select the "Funding Program" of the grant you're using to pay for the Assistance
- 4. Select the "Funding Year" for the grant you're using to pay for the Assistance
- 5. Enter the "Actual Funding Amount" used for this Assistance paid for with the indicated grant; this should always reflect the funding amount to date
- 6. You can select the trash can icon to delete the row

Actual Federal Project Investment
Add one or more rows describing the Actual Federal Investments to date: 1 – Select a single Assistance Type: Communications, Federal Property Conversion, Inventoried Equipment, PPE, Tools & Supplies, Training, 2 – Indicate Funding Program used to fund the assistance of und the assistance and funding. (NOTE: Inventoried equipment refers to equipment that has a per unit cost over the applicable federal equipment threshold requiring form FS-1500-34 to be completed. The federal equipment threshold for grants executed prior to 10/1/2024 is \$5,000 per unit. The threshold for grants executed on 10/1/2024 and after is \$10,000.)
Assistance Funded
You have not sked any items.
+ Add Row

Actual Federal Project Investment

Add one or more rows describing the Actual Federal Investments to date: 1 – Select a single Assistance Type: Communications, Federal Property Conversion, Inventoried Equipment, PPE, Tools & Supplies, Training. 2 – Indicate Funding Program used to fund the assistance. 3 – Indicate the Funding Year (of the Funding Program) used to fund the assistance. 4 – Provide the Actual Reimbursement/Funding Amount for the selected assistance and funding. (NOTE: Inventoried equipment refers to equipment that has a per unit cost over the applicable federal equipment threshold requiring form FS-1500-34 to be completed. The federal equipment threshold for grants executed prior to 10/1/2024 is \$5,000 per unit. The threshold for grants executed on 10/1/2024 and after is \$10,000.)

Assistance Funded





Actual Federal Investment (Continued)

- 7. **"Training"** can only be funded by one grant, denoted by the funding program and year, through one per pass-through grant, or other investment, so **"Training"** will never be reported over two+ rows
- 8. You can split funding of all other "Assistance Types" across grants as needed
- The actual federal investment must show the cumulative spending amounts for each assistance type and grant, so you can simply update the "Actual Funding Amount" for a row if more funds are being spent from the same grant and assistance type over the lifecycle of this investment

Actual Federal Project Investment

Add one or more rows describing the Actual Federal Investments to date: 1 – Select a single Assistance Type: Communications, Federal Property Conversion, Inventoried Equipment, PPE, Tools & Supplies, Training. 2 – Indicate Funding Program used to fund the assistance. 3 – Indicate the Funding Year (of the Funding Program) used to fund the assistance. 4 – Provide the Actual Reimbursement/Funding Amount for the selected assistance and funding. (NOTE: Inventoried equipment refers to equipment that has a per unit cost over the applicable federal equipment threshold requiring form FS-1500-34 to be completed. The federal equipment threshold for grants executed prior to 10/1/2024 is \$5,000 per unit. The threshold for grants executed on 10/1/2024 and after is \$10,000.)

Assistance Funded

*Assistance Type	*Funding Program	*Funding Year	*Actual Funding Amount 7	
Training 🗸	Volunteer Fire Capacity 👻	2025 🗸	500	Û
*Assistance Type	*Funding Program	*Funding Year	*Actual Funding Amount 9	
Inventoried Equipment 👻	Volunteer Fire Capacity	2025 🔹	1000	Û
*Assistance Type	*Funding Program	*Funding Year	*Actual Funding Amount	
Tools & Supplies 🗸	IIJA Volunteer Fire Assistance 👻	2025	200	Û
*Assistance Type	*Funding Program	*Funding Year	*Actual Funding Amount	
Tools & Supplies 🗸	Volunteer Fire Capacity	2025 🔹	200	Û
+ Add Row				



Local Investment & Project Outcomes

The last section on the page is used to demonstrate the amount of state & local investment and the resulting local benefits and outcomes. The communities assisted will be calculated automatically and will be viewable in the Community ARM; however, you may describe specific benefits communities received and/or how response capacity was improved because of the project.

- 1. Optional: Enter a short description of the benefits realized in the "Project Outcomes" field
- 2. You must enter the number of "Individuals Trained" if you indicated Training as a funded Assistance Type in the Actual Federal Investment section above
- 3. Enter the total actual dollar amount from state and/or local (non-federal) funding sources that contributed to this project (part or all may be considered match) in the "Actual State & Local Investment" field

Closing an Investment Record

Once all actual federal and local investment details have been reported for a given VFD Pass-Through Grant or Other Program Investment, it is important that you update the Status to "**Funded – Grant Complete**". This will ensure that additional reporting on this record is not expected. If needed, review how to edit a report <u>here</u>.

- 1. Select the "Status" drop down and change the status to "Funded Grant Complete"
- 2. Select "Save" when all editing is finished

	HOME	VFD ASSISTANCE -	DASHBOARD 🗸	GRANTS	REPORTING GUIDANCE	SUPPORT	Oklahor	wi.19.0.314 ma GrantManager 🔶				
Edit Other Program Investment					CAN		RESET	SAVE				
Program Investment Details												
1- Enter the name or description of the program investment. This investment should NOT be for a VFD pass through grant, but rather for use of program funds supporting local fire response in other ways. Examples include training academies, staff positions that directly support VFDs response capacity outside the scope of pass-through grants, etc. Do not include investments in New/Expanded VFDs or general Program Administration costs here. 2 - Indicate the status of this other investment. If the investment is on-going, select Funded-Grant Open. If the investment is no longer active, update as Funded-Grant Complete.												
*Program Investment Recipient 🚯		*Status						1				
FEPP Support Staff		Funded - Grant Complete						· · ·				
Enter Program Investment Recipient.	2	Select Investment Status.										



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Bulk Import of Accomplishments on Program Investments

Depending on how you track spending for VFD Pass-Through grants and Other Program Investments, it may be more efficient for you to mark up your cumulative spending in bulk and import all of the updates periodically for any records that are still active. To do so, you must first download the records to mark up with accomplishments.

- 1. From the "VFD Assistance" drop down, select the "Program Investments" page
- 2. Select "Open Grants & Investments" to download all VFD Pass-Through Grants and Other Program Investment records whose status is currently "Funded – Grant Open"

IOCAL FIRE RESPONSE	НОМ	NE VFD ASSISTANCE 🕶 DASHBO	DARD -			☆) 🗘	∑≡	$\overline{\uparrow}$
Program Investments	Funded Grants & Investme	PROGRAM DEMAND		G Download	ds DpenApplicationsTe	emplate-Okla	Q	\$2 ge -3-
Funded Grants & Investments				See more				
Actions	III Columns \Xi F	Filters 🛃 Export		Request Date	Status	Q Search	ons	
+ Add Other Program Investment	Recipient Name	Types of Assistance	Requeste	N/A	Funded - Gr	rant Ed	it View	Delet
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Program Investments Template – How to Use

- 1. Select "Enable Editing", so you can make changes to the workbook
- 2. The "How to Use" worksheet provides instructions on what each of the other tabs includes and how to use the spreadsheet. Please review this information carefully
- 3. The "Purpose" section outlines the template's intent, noting that it will exclusively include records from the Response ARM marked as "Funded Grant **Open**" at the time of download, and therefore candidates for updates
- 4. Remember that updates should reflect the actual accomplishments-to-date including assistance funding, project outcomes, individuals trained, and state/local investment amounts. When you import the spreadsheet back into the Response ARM, any accomplishment details marked up in this spreadsheet will overwrite what was in the Response ARM prior to the import, except for details ignored on import, discussed here
- 5. Select "File" and "Save As" to save your file to a location you can easily find; alternatively, you can always keep it in your downloads folder

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2 Purpose 3	間 Get dd-ins	> Videos Name	Status Date modified						
3 This template is designed to support bulk uploading of ACTUAL funds spent & outcomes realized for 'FUNDED - GRANT OPEN' applications.		Camtasia	△ 3/3/2025 1:28 PM						
4 The investment must be in a status of 'Funded - Grant Open' in Response ARM at the time of upload for the update to be accepted.	Info	Documents	△ 2/25/2025 4:14 PM						
5 When you downloaded this file, all ACTUAL junds spent & outcomes realized TU DATE were included, so that UPDATES to today's TU DATE details can be made	Save	✓ Downloads ✓ Custom Office Templates	△ 9/18/2024 10:56 AM						
 7 You are limited to using 8 Federal Investment "sets" per application that describe Assistance Type, Funding Program, Funding Year and Funding Amount (e.g. 	Save As	Pictures *							
8 Training can only be funded by a single funding source. If actual funds are spent on Training, you must indicate # of Individuals Trained > 0.		File name: FundedOpenApplicationsTemplate-Oklahoma-2025-3-21	~						
9 DO NOT USE THIS TEMPLATE for uploading details for NEW VFD Applications (please download the NewVFD Applications xls from the Program Demand page	Save as Adobe PDF	Save as type: Excel Workbook	~						
10 FILL IN the details on the 'FUNDED APPLICATIONS IMPORT' worksheet and then use the UPLOAD Funded Applications action in the Response ARM.		Authors: Mica Hanson Tags: Add a tag							
11 See below for specific guidance on the 'Funded Applications Import' worksheet included in this template.	Print								
12 12 Funded Application 2 at Warksheet	More	Save munionan							
How to Use Funded Applications Import Possible Choices +		∧ Hide Folders Too	s 🔻 Save Cancel						
Ready 52									



Program Investments Template – How to Use (Continued)

6. The "Funded Applications Import" section describes what is expected in each column on the "Funded Application Import" worksheet, including indications of required details and expected values. Each investment can have multiple sources of federal funding, but when using the bulk import, there is a limit of eight funding sets per investment

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B60 $\sqrt{12} \times \sqrt{f_x}$ CONDITIONALLY REQUIRED Part of the SET. You must indicate the Assistance Type for this field when using this quartet to reflect Actual federal funding.	~
	T U V W X YA
13 Funded Applications Import Worksheet	
4 Use this tab to UPDATE any of the 'Funded - Grant Open' applications that have had changes since the last time they were edited.	
15 NOTE: there are Federal Investment "sets" shown below (e.g., AssistanceType1, FundingProgram1, Funding Year1, FundingAmount1).	
16 When updating federal investment (funds spent), all four values per "set" must be entered per unique combination of Assistance Type & Funding (e.g., Communications paid for with 2024 BIL VFA vs. Communications paid for by 2023 USFS VFC)	
17 Please ensure the labels in the top row are not altered, because they are used by the system when uploading spreadsheet.	
18 Below is a list of the details to be provided, with required items noted.	
19 DO NOT DELETE the 'Possible Choices' worksheet; it supports the picklists in the 'Funded Applications Import' worksheet to assist in data integrity.	
11 Columns Guidance	
22 Application ID REQUIRED Provided in the download; you may delete rows with investments that HAD NO CHANGES. Do NOT alter the content of this ID.	
13 Recipient Name IGNORED ON UPLOAD For informational purposes only; enables recognition of which local grantee the application row is for.	
24 County IGNORED ON UPLOAD For informational purposes only; enables recognition of investment	
25 FDID IGNORED ON UPLOAD For informational purposes only; enables recognition of FDID, when available in ResponseARM	
/6 State Application ID IGNORED ON UPLOAD For informational purposes only; enables recognition based on your internal tracking number, if used.	
27 Received Date IGNORED ON UPLOAD For informational purposes only; enables recognition of which application row is for (in cases where local grantee has more than 1 open). Will be blank for Other Program Investments	
Application Status REQUIRED Indicates the status of the application at time of upload. Choices are: 'Funded - Grant Open', 'Funded - Grant Complete', and 'Cancelled'.	
29 Project Outcomes CONDITIONALLY REQUIRED If the Application Status is 'Funded - Grant Complete', then you must enter text describing outcomes.	
10 Individuals Trained CONDITIONALLY REQUIRED If the Application has an AssistanceType = Training (with funding source & funding amount), then # of Trainees is required.	
1 State Local \$ Investment CONDITIONALLY REQUIRED If the Application Status is 'Funded - Grant Complete', then you must enter the amount of State and/or Local \$ spent.	
2 AssistanceType1 CONDITIONALLY REQUIRED Part of the SET. You must indicate the Assistance Type for this field when using this quartet to reflect Actual federal funding.	
3 FundingProgram1 CONDITIONALLY REQUIRED Part of the SET. You must indicate the Funding Program used for this field when using this quartet to reflect Actual federal funding.	
4 Funding Year 1 CONDITIONALLY DECILIDED L Dat of the SET. You must indicate the Euclides Year used for this field when using this quarter to coffeet Actual Fodoral funding	•
How to Use Funded Applications Import Possible Choices (+)	
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Program Investments Template – Funded Application Import Worksheet

- 1. You will use the "Funded Applications Import" worksheet to update accomplishment details; the Response ARM requires the worksheet's name remains the same
- 2. You may add your own custom columns if that helps you for internal tracking; the Response ARM will ignore them when processing your file
- 3. When importing this file, the Response ARM requires that all expected column names match exactly what is in the template
- 4. All the accomplishment details, which are current at the time the file was downloaded, will be included for each investment. Use the "**Recipient Name**", and other columns as needed, to find the row you want to work with
- 5. The template has formatting and pick lists configured to help you avoid input mistakes. However, if you choose to copy and paste details from another source into the template, you will likely overwrite these configurations, so **please check that you are using correct inputs to avoid getting errors when importing data**

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1	Application ID	Recipient Name	County	FDID	State Application ID	Request Date	Application Status	Project Outcomes	Individuals Trained	Investment	AssistanceTy	/pe1 Fundir	gProgram1	Funding	
2	1994a2e4-10bc-41	.0d-k FEPP Support Staff					Funded - Grant Open	Prescribed Fire Trainin	100		Training	Volunt	eer Fire Capacit	2025	
3	a8cedb61-e043-43	c1-9 FEPP Support Staff					Funded - Grant Open								
4	6c18a90a-82f8-45d	d1-9 Afton Fire Department	Ottawa	58001	1239	3/15/2025	Funded - Grant Open						5		
5	53ace875-cadf-46f	f2-87Adair Fire Department	Mayes	46001	1237	3/15/2025	Funded - Grant Open					_			
6	d50fe5b2-642c-4a0	01-8 Addington Volunteer F	i Jefferson	34001		3/13/2025	Funded - Grant Open				1	AssistanceType1			•
7	380d53ca-0a00-472	2c-a Eagletown Volunteer F	McCurtain	48018	1240	2/25/2025	Funded - Grant Open				PPE :	Select a value from th	er Fire Capacit	2023	
8	18e770bd-60ba-41	.3f-b Arlington Volunteer Fi	r Lincoln	41015	12345	2/25/2025	Funded - Grant Open			\$1,000.00	PPE ¹	following	er Fire Capacit	2023	
9	4e96f931-f150-4f0	9-b1Albany Volunteer Fire	[Bryan	7019	1237	2/25/2025	Funded - Grant Open				Communica		nteer Fire Ass	i 2023	
10	7398060f-9a63-46a	ab-9 Achille Volunteer Fire	[Bryan	7001	1235	2/25/2025	Funded - Grant Open								
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Program Investments Template – Funded Application Import Worksheet (Continued)

Please ensure the following when entering details for VFD requests:

- The "Application ID" is the unique identifier generated and used by the Response ARM. Do not alter this ID in any way
- The "Recipient Name", "County", "FDID", "State Application ID", and "Received Date" are all included to help you recognize the investment in the list. These are ignored; any updates to these columns will not propagate to the data stored in Response ARM
- The "Application Status" column has a pick list, and the value must match one of the valid statuses exactly. Please be sure to update an investment as "Funding – Grant Complete" when no subsequent accomplishments or spending will be reported
- The "Project Outcomes" column should contain a short description if the status is "Funded Grant Complete"
- The "Individuals Trained" column entry is only required if you have a funding set where the assistance type is "Training"
- The "State Local \$ Investment" column entry is only required if the status is "Funded Grant Complete"
- You can report up to eight Funding Sets to indicate the actual federal investment when using the Bulk Import. Each Set has four columns of data, which all need valid entries when being used, and a numeric suffix is used to indicate which set a column belongs with. The four columns per set include
 AssistanceType#, FundingProgram#, FundingYear#, FundingAmount#. When managing multiple funding sources, it is recommended to use these sets in sequence. Start with Set one, then proceed to Set two only after Set one is fully utilized and move on to Set three only after Set two is exhausted.
- The following columns have a pick list, and the value must match one of the valid statuses exactly: "AssistanceType", "FundingProgram", "FundingYear", and "FundingAmount"
- Optional: You can delete any row that is not being updated



Program Investments Template – Funded Application Import Worksheet (Continued)

In the example below, the first image shows the worksheet before any updates have been made, the second one has highlighting added to show where updates were made.

- 1. Row 2 has been updated as "Grant Complete", has "Project Outcomes" added, and "State Local \$ Investment" added
- 2. Row 3 updated the funding invested in "PPE" from \$1000 to \$3500
- 3. Row 4 added a Funding Set to show that the VFD receives assistance in the form of "Communications" funding

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3	18e770bd-60	Oba-4 Arlingt	on Volunteer I	Fire Departmer	it Lincoln	41015	12345	2/25/2025	Funded - Grant Open			1000	PPE	Volunteer Fire Capacity	2023	\$1,000.	00	
4	4e96f931-f1	50-4f(Albany	Volunteer Fire	e Department	Bryan	7019	1237	2/25/2025	Funded - Grant Open									
5	7398060f-9a	63-4(Achille	Volunteer Fire	e Department	Bryan	7001	1235	2/25/2025	Funded - Grant Open									
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1	Application ID	Recipient Name	County	FDID	State Application ID	Received Date	Application Status	Project Outcomes	Individuals Trained	State Local \$ Investment	1 tanceType1	FundingProgram1	FundingYear1	FundingAmount1	istanceType2	FundingPr
2	1e5a8a39-1f78-	4(ABC Training Academy					Funded - Grant Complete	Rx Fire Training	100	\$ 1,000.0	o aning	Volunteer Fire Capacity	2023	\$2,000	Is & Supplies	Volunteer
3	18e770bd-60ba-	4 Arlington Volunteer Fire Department	Lincoln	41015	12345	2/25/2025	Funded - Grant Open			\$ 1,000.0	0 PPE	Volunteer Fire Capacity	2023	\$3,500.00		
4	4e96f931-f150-4	fi Albany Volunteer Fire Department	Bryan	7019	1237	2/25/2025	Funded - Grant Open				Communications	IIJA Volunteer Fire Assis	it 2023	\$1,750.00		
5	7398060f-9a63-	4 Achille Volunteer Fire Department	Bryan	7001	1235	2/25/2025	Funded - Grant Open								2	
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Importing Accomplishments

- 1. From "VFD Assistance", select "Program Investments" once you have saved your details to the "Funded Applications Import" worksheet
- 2. Select "Import Accomplishments"
- 3. Select "Upload" from the "Import Investment Accomplishments" page that appears
- 4. Select the location where you saved your file, then select your file and select "Open"
- 5. The "Import Successful" message will appear if there are no errors detected, indicating how many records we're updated. Click the "OK" button to return to the "Program Investments" page

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LOCAL FIRE RESPONSE HOME			VFD ASSISTANCE •		v1.19.0.314
Program Investments	Investments Funded Grants & Investments			Import Investment Accomplishments	Upload
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Actions	itions 🕂 Export			Instructions	
+Add Other Program Investment	Recipient Name	Types of Assistance	Requested Fec	Use the Upload button to import the most recent accomplishment details for your currently 'Funded	d - Grant Open'
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Import Accomplishments	Altus Fire & Rescue	Communications, Federal Property Conversion	on, PPE \$6,	shown below if invalid entries are detected. REMINDER: Each row in the file that is imported succeed,	ERWRITE any
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	Adair County Tri-Community FD	Tools & Supplies, Training	\$3,	each row reflects the actuals-to-date.	
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Understanding Import Errors

Note that the import validates entries in three steps:

- First, all rows must pass basic validation (cells have valid inputs)
- Second are logical checks (e.g., if the status has been updated to Funded Grant Complete, you have at least one funding set)
- Third is checking for duplicates both within the template
- If the Response ARM detects any problems, your data will not be imported; instead, you will see descriptions of the issues found per row in the spreadsheet
- 1. In this example Row 5 has three issues: Training was a reported Assistance Type, but no "**Individuals Trained**" was provided, and Funding Set 1 is missing both its "**FundingProgram**" and "**FundingAmount**"

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1	Application	ID Recip	pient Name		County	FDID	ID	Date	Application Status	Outcomes	Trained	Investment	AssistanceType1	FundingProgram1	FundingYear1	FundingAmount1	AssistanceType2	FundingProgram2	FundingYea
2	1e5a8a39-1	78-4(ABC 1	Training Academy						Funded - Grant Complete	Rx Fire Training	100	\$ 1,000.0	00 Training	Volunteer Fire Capacity	2023	\$2,000.0	0 Tools & Supplies	Volunteer Fire Capac	ity 2022
3	18e770bd-6	Dba-4 Arlin	gton Volunteer Fire (Department	Lincoln	41015	12345	2/25/2025	Funded - Grant Open			\$ 1,000.0	00 PPE	Volunteer Fire Capacity	2023	\$3,500			
4	4e96f931-f1	50-4fi Albar	ny Volunteer Fire De	nartment	Bryan	7019	1237	2/25/2025	Funded - Grant Open				Communications	BIL Volunteer Fire Assis	t: 2023	\$1.750	1		
5	7398060f-9a	63-4(Achil	le Volunteer Fire De	partment	Bryan	7001	1235	2/25/2025	Funded - Grant Open				Training		202	2			
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Understanding Import Errors (Continued)

2. When trying to import this file, you see errors listed, as shown in the picture below

3. Once corrections have been made to all issues, select "Re-Upload"

	HOME	VFD ASSISTANCE 🗸	DASHBOARD 🗸	GRANTS	REPORTING GUIDANCE	SUPPORT	Oklahoma Grar	v1.18.1.303 htManager 🔺
Import Investment Accomplishments							Cancel	Re-Upload
Error Log								
<i>The following data is missing or has errors. Review the output below, make correct</i> <i>Errors detected: 3</i>	tions and re-u	upload your records.						
Row 5 (3 errors)		2						
 Invalid value for number of "Individuals Trained". The value must be a number All Federal Funding Sets must have a "Funding Program". All Federal Funding Sets must have a "Funding Amount". 	ber greater th	ian 0.						



Viewing VFD Grants & Investments per Volunteer Fire Program Grant

As you have seen, you will be reporting what you have accomplished for each of your Program Investments, both funded VFD Pass-Through Grants and Other Program Investments, and one or more of your Volunteer Fire Program grants can fund each of those investments. However, it is also important to see all the accomplishments summarized per Grant.

- 1. Select "Grants", which takes you to the "Volunteer Fire Program Grants" page
- 2. Here you will see a table with all the program grants for your organization that have been set up in the Cross-Program ARM by USFS staff
- 3. If you see any active grants that are missing, please contact your grant administrator for your USFS Region, so they can add the grant, which they must do in the Cross Program ARM
- 4. Select "View" for the grant for which you want to review accomplishments

			VFD ASSISTANCE -	DASHBOARD 🛨	GRANTS	REPORTING GUIDANCE	SUPPORT	Oklahoma GrantManager 🔺		
unteer Fire Pro	ogram Grants									
III Columns	\Xi Filters 🛃 Export						Q	Search		
Funding Year ↓	Funding Program		Organization			Award ID		l Actions		
2024	Volunteer Fire Capacity		Oklahoma Forestry Se	rvices		24-DG-12345678901		View 4		
2024	IIJA Volunteer Fire Assistance		Oklahoma Forestry Se	rvices		24-DG-10987654321	View			
2023	Volunteer Fire Capacity		Oklahoma Forestry Services		23-DG-12345678901		2345678901			
2023	IIJA Volunteer Fire Assistance		Oklahoma Forestry Se	Oklahoma Forestry Services		23-DG-10987654321		View		
								View		



Viewing VFD Grants & Investments per Volunteer Fire Program Grant (Continued)

5. The Grant Profile page will appear; you can see basic grant information and by default the "Accomplishments to Date" page is selected

Note: Reporting that pre-dates GARP will not be reflected here.

- 6. The "**About**" section explains how the details displayed are aggregated from all the VFD pass-through grants and Other Program Investments where the grant was used. This section also explains what will need to be reported in the Cross Program ARM with the Performance Report, with a link to that module
 - a) For more information, please visit the "Resources" page for the Cross Program ARM here
- 7. The "Summary of Accomplishments to Date" section highlights three key aggregates: all the funds reported in Response ARM for this grant to date, the number of VFD pass-through grants funded to date, and the number of individuals trained to date

		HOME	VFD ASSISTANCE -	Dashboard 🗕	GRANTS	REPORTING GUIDANCE	SUPPORT	v1.19 Oklahoma GrantManager 🔺
Oklahoma Forestry Services	Accomplishments to Date							
Volunteer Fire Capacity Funding Year: 2023 Award ID: 23-DG-12345678901	္ About							<u> </u>
Details	Accomplishments to Date shows the actual assistance funded by this grant. Valu grants that pre-date 2024 may not be shown.) Any additional Administration cos	ues come from automat sts or funding for New/E	ic aggregation of details fro xpanded Fire Departments	m all VFD pass-through will be reported on the	grants and Oth Performance F	ner Program Investments whe Report in the Cross Program A	re this grant was used. RM which can be acces	(Note: actual funding from sed HERE
Accomplishments to Date	5							
VFD Grants & Investments	Summary of Accomplishments to Date							<u></u>
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	\$21,000.00		6				250	
	Total Federal Investment to Date		Number of VFD Pass Thro	ugh Grants Funded		Total	Number of Individuals	Trained



Viewing VFD Grants & Investments per Volunteer Fire Program Grant (Continued)

- 8. The "**VFD Pass Through Grant Investments to Date**" section shows what was accomplished with this grant across all such investments, including the number of funded applications, the total funds investments, a breakdown of funding per assistance type, as well as the number of individuals trained
- 9. The "Other Program Investments to Date" show the same types of details as the one above it, except the aggregates are from the investments that aren't pass-through grants

Accomplishm	ents to Date		
(?) About			
Accomplishment	s to Date shows the actual assistance funded by this grant. Values come from automatic aggr	egation of details from all VED pass-through grants and Other Program Investments where this gran	t was used. (Note: actual funding from grants that pre-date 2024 may not be show
Administration of	osts or funding for New/Expanded Fire Departments will be reported on the Performance Rep	oort in the Cross Program ARM which can be accessed HERE	
Summary of Ad	Accomplishments to Date		
	\$21,000.00	6	250
	Total Federal Investment to Date	Number of VFD Pass Through Grants Funded	Total Number of Individuals Trained
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Viewing VFD Grants & Investments per Volunteer Fire Program Grant (Continued)

You can also view the full list of all investments marked up with actual funding from this grant.

- 10. Select "VFD Grants & Investments" from the "Details" panel to view all the Investments funded by the grant
- 11. Select "View" for any individual investments for which you want to see the details
- 12. The "Other Program Investment Details" page opens for the selected grant

Oklahoma Forestry Services	VFD Grants & Investments					
Volunteer Fire Capacity Funding Year: 2023						
Award ID: 23-DG-123456/8901	III Columns 🗦 Fi	lters 🕁 Export			Q Searc	n
	Recipient Name	Types of Assistance	Requested Fed Funds	Total Project Cost Request Date	Status A	Actions 11
Accomplishments to Date 10	Fire Academy	Federal Property Conversion	N/A	\$6,000.00 N/A	Funded - Grant Compl	View
VFD Grants & Investments	Hydro VFD	Communications, PPE	\$4,000.00	\$8,000.00 03/27/2025	Funded - Grant Compl	View
	Bearden VFD	Communications, PPE, Training	\$6,000.00	\$16,000.00 03/27/2025	Funded - Grant Compl	View
	Ada FD	Training	\$4,000.00	\$8,000.00 03/27/2025	Funded - Grant Compl	View





Viewing Accomplishments per Volunteer Fire Program Grant (Continued)

10. From the View page for "Other Program Investment Details", you can review and select "Edit" if you need to make any adjustments. Otherwise, use your browser's back button to return to the list

		НОМЕ	VFD ASSISTANCE -	DASHBOARD 🗸	GRANTS	REPORTING GUIDANCE	SUPPORT	Okiahoma GrantManager 🔺
VFD Pass-Through Grant Details								EDIT
	Application Details							
	Volunteer Fire Department: Hydro VFD State Application Tracking ID: 2345 Application Status: Funded - Grant Complete Request Date: 03/27/2025 Requested Federal Funding Amount: \$4,000.00 Planned Federal Funding Amount: \$4,000.00 Estimated Funding Program: Volunteer Fire Capacity Requested Assistance Type(s): Communications, Federal Pro	operty Conversion						
	Actual Federal Project Investment							
	Assistance Funded							
	Assistance Type	Funding Program	Funding	g Year		Actual Funding Amount		
	Communications	Volunteer Fire Capacity		2023		\$1,000.00		
	PPE	Volunteer Fire Capacity		2023		\$3,000.00		
	Local Investment & Project Outcomes Project Outcomes: Increased Knowledge of New PPE equipm	ient and higher safety for FD.						
	Individuals Trained: N/A	······, ·····						
	Actual State & Local Investment: \$4,000.00							



Eligibility Requirements

Eligibility requirements for the use of Volunteer Fire Program grant funding are as follows:

- 1. A single fire department serving a rural area or a rural community with a population of 10,000 or less is eligible (latest Census)
- 2. Area fire departments (e.g., fire districts, townships, etc.) may serve an aggregate population of greater than 10,000 if the service area of the fire department includes a rural area or a rural community having a population of 10,000 or less. The VFA funding must be used to benefit the rural population
- 3. A single county or town with a population over 10,000 which is served by two or more fire districts operating entirely within the bounds of the county or town may qualify if the service area of a given fire department includes a rural area, or a rural community or the population of the fire department's jurisdiction is 10,000 or less. The VFA funding must be used for the rural area
- 4. A single community with a population greater than 10,000 and having a single fire department with one or more fire stations may qualify. The fire department must have a service area that includes a rural area or community that does not exceed 10,000 population. The VFA funding must be used only for the benefit of the rural population. Similarly, a single community with a population greater than 10,000, which also provides fire protection to an adjoining rural community of 10,000 or less population by contract, may also be eligible provided the VFA funding is used entirely to support the rural community
- 5. A single community fire department serving a population greater than 10,000 and not providing protection to a rural area or to a rural community is not eligible for VFA financial assistance
- 6. Fire Departments must be National Incident Management System (NIMS) compliant
- 7. A rural volunteer fire department is defined as "an organized, not for profit, fire protection organization that provides service primarily to a community or city with a population of 10,000 or less or to a rural area, as defined by the Secretary of Agriculture, whose firefighting personnel is 80 percent or more volunteer, and that is recognized as a fire department by the laws of the State." 16 U.S.C. 2106



Assistance Type Definitions

Communications assistance includes using Volunteer Fire Program funding by or for an eligible VFD for acquisition of communications equipment (e.g., two-way radios, headsets and earpieces, portable Mobile Data Terminals (MDTs), emergency warning systems, helmet communication systems, Incident Command Systems, signal boosters and repeaters, Personal Alert Safety Systems (PASS) Devices), funded by the Volunteer Fire Program. **Note**: Single-item costs that exceed the Equipment Threshold must be reported as "Inventoried Equipment" instead.

Federal property conversion assistance includes using Volunteer Fire Program funding to aid a VFD with the equipping, modifying and/or delivery of federal excess personal property.

Inventoried Equipment assistance includes using Volunteer Fire Program funding by or for an eligible VFD for acquisition of equipment (federally-defined) and/or apparatus (e.g., generators, engines, tractor plow / dozer units, slip-ons, pumps, dry hydrants, or other apparatus, communications equipment, etc.) that have a per unit cost over the applicable federal equipment threshold. The federal equipment threshold for grants executed prior to 10/1/2024 is \$5,000 per unit. The threshold for grants executed on 10/1/2024 or later is \$10,000.

PPE (Personal Protective Equipment) **assistance** includes using Volunteer Fire Program funding by or for an eligible VFD for acquisition of essential gear designed for protection while working in wildland fire environments (e.g., fire-resistant clothing, firefighting boots, fire shelters, helmets, gloves, eye and respiratory protection, ear protection, chainsaw chaps, first aid supplies). **Note**: Single-item costs that exceed the Equipment Threshold must be reported as "Inventoried Equipment" instead. **Note**: Some items may be categorized as either "PPE" or "Tools and Supplies" but should only be reported once in the category that seems most appropriate.

Tools and Supplies assistance includes using Volunteer Fire Program funding by or for an eligible VFD for acquisition of essential durable (not one-time use) items designed to help firefighters control and suppress wildland fires (e.g., hand tools, firefighting supplies). **Note**: Single-item costs that exceed the Equipment Threshold must be reported as "Inventoried Equipment" instead. **Note**: Some items may be categorized as either "PPE" or "Tools and Supplies" but should only be reported once in the category that seems most appropriate.

Training assistance includes using Volunteer Fire Program funding by or for an eligible VFD for acquisition or delivery of classroom, field and/or online courses (e.g., basic wildland firefighter training, firefighter safety and survival, Fire behavior and suppression tactics, Incident Command System (ICS), simulated fire exercises, advanced training, and refresher training).



VFD Pass-Through Grant Application and Other Program Investment Statuses

Pending: Use this status for VFD pass-through grant request from eligible VFDs, whose funding status is not yet determined.

Note: You may wait until a decision is made to report on these requests.

Funded - Grant Open: Use this status for approved VFD pass-through grants whose reimbursements are not yet complete, and for Other Program Investments where funding is still ongoing.

Funded - Grant Complete: Use this status for approved VFD pass-through grants whose reimbursements are complete, and for Other Program Investments where funding is complete.

Not Funded – Eligible: Use this status for VFD pass-through grants for VFDs who are eligible for program funding, but whose request was not funded based on decision criteria set by the state.

Not Funded – Ineligible: Use this status for VFD pass-through grants for VFDs that requested assistance but who do not qualify for program funding. **Note**: You are not required to report on these requests.

Cancelled: Use this status for VFD pass-through grants or Other Program Investments that were originally to be funded but that ultimately were not funded. **Note**: You have the alternative option to delete these records, if desired.