

VOLUNTEER FIRE ASSISTANCE GRANT

GUIDELINES FOR COMPLETING YOUR PROJECT

- ✓ **Upon receiving the approval letter, the department will be instructed to contact Fire Headquarters to schedule an appointment to sign the Cooperative Mutual Aid Agreement and other supporting documentation**
- ✓ **With the approval letter will be a Vendor Information Form which the department will need to take to their financial institution for completion.**
- ✓ **Bring the completed Vendor Information Form with direct deposit information completed to the grant signature meeting.**
- ✓ **Currently Indiana state law requires that vendors (departments) submit a Vendor Information Form (direct deposit form). If you do not have the form, or feel you will be unable to provide a direct deposit form for your department, contact me immediately.**
- ✓ **Vendor Information Forms (Direct Deposit forms) must be updated every 6 months. If your department does not complete the grant project within 6 months of signing grant paperwork a new Direct Deposit form will have to be submitted with the invoice(s) at that time.**
- ✓ **Once you receive the copy of the Cooperative Mutual Aid Agreement signed by the State Forester you can obtain invoices. Invoices cannot be dated prior to the last signature on the Cooperative Mutual Aid Agreement.**
- ✓ **Order your equipment or begin your project**
- ✓ **Submit invoice to: Fire Headquarters, 6220 Forest Road, Martinsville, Indiana 46151, if faxing your invoice (not recommended) call 765-342-4701 to verify that invoice has been received by fax.**

- ✓ Submitted invoice may be paid or unpaid. It is the department's responsibility to pay the vendor. The direct deposit will be issued in the department's name.
- ✓ Invoice will be processed at Fire Headquarters and direct deposited from the Accounting Division directly to your department. Note: If you change addresses you will need to notify me prior to submitting your invoice, we will need to correct your Vendor Information Form to reflect the new address or payment will be delayed.
- ✓ Direct Deposit will be received by department in approximately 30-45 business days. If you do not receive the direct deposit within this time frame, please contact me.
- ✓ Upon department receiving direct deposit, if not already paid they will pay the vendor.
- ✓ When department receives cancelled check from bank/trustee for payment of the vendor, send a copy of the cancelled check front and back to Fire Headquarters for auditing purposes. If you do not receive your cancelled checks back from the bank a copy of the statement showing the check as cleared is sufficient.
- ✓ After completing the project your department will be contacted by Fire Headquarters to arrange an inspection of your completed project.
- ✓ After completing the above steps your department's grant will be ready for audit.

Mailing and Contact Information:

**Fire Headquarters
6220 Forest Road
Martinsville, Indiana 46151
765-342-4701 Telephone
765-342-4760 Fax
chunt@dnr.in.gov
website: www.indianawildfire.com**