

## FINANCIAL DISBURSEMENT REPORT 2020

### Volunteer Fire Assistance (VFA)

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(Name of Department)

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(Address, City and Zip Code)

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(Telephone Number)

This report must be completed in detail and submitted to the Office of Forestry for review and approval before any VFA grant payment funds will be issued as reimbursement for authorized expenditures. Reimbursement will be made only for previously approved projects and purchases, as specified on your application, on the basis of up to but not more than 50% of the actual net cost of the items or services purchased. Reimbursement will in no case exceed the amount authorized and awarded in your 2020 grant.

No purchase(s) made prior to **2020 V.F.A. award letter notification date** will be accepted for reimbursement.

The 2020 Finance Disbursement Report **MUST** arrive to the LDAF, Baton Rouge office, by **4:30 PM, March 1, 2021.** Departments failing to report by this deadline will lose their grant funding.

In the event that equipment or services purchased can not be received until after the due date for filing this report, then a receipt for prepayment or deposit on such items may be submitted as proof of intent to purchase, subject to approval by this office. Please identify any such items on your report and give a footnote explanation of each item so identified.

Itemize each purchase and attach invoices and/or receipts and proof-of-payment thereof in the order listed. Should any problem or question arise in completing this report, please feel free to request assistance by contacting:

Bret Lane – Program Manager  
Work # (225) 925-4500.  
bret\_l@ldaf.state.la.us

**EXPENDITURES FOR 2020 V.F.A. GRANT**

Equipment – Apparatus – Parts – Supplies

**ONLY ITEMS “APPROVED” BY LDAF ON THE AWARD NOTIFICATION LETTER  
MAY BE SUBMITTED FOR COST-SHARE REIMBURSEMENT.**

List below all items submitted for reimbursement, along with copies of invoices  
and proof-of-payment documents.

DEPT. NAME: \_\_\_\_\_

GRANT AWARD \$: \_\_\_\_\_

Date of Purchase	Name of Item and Quantity Purchased	Supplier	Total Cost	Local Share	Federal Share
*****	*****	<b>TOTALS</b>	\$	\$	\$

Add additional pages if needed.

This financial disbursement report constitutes a formal request for reimbursement of department/community funds expended for acquisition of previously authorized equipment, materials, and services under the Volunteer Fire Assistance Program.

The grantee department/community, through its designated representative, certifies that, to the best of their knowledge, all claims for reimbursement listed on this report are true and correct and that they will comply with all previously agreed to assurances and requirements related to the 2020 V.F.A. grant.

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Name of Fire Department/Fire District

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Representative's Name & Title  
(please print)

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Representative's Signature

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Department's Employer Identification Number (EIN) or Federal Tax I. D. Number

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Date

Please return your completed Disbursement Report to:

LDAF – Office of Forestry  
Attn: 2020 V.F.A. Grant  
5825 Florida Blvd., Suite 6000  
Baton Rouge, LA. 70806

If you have any questions related to this matter, please contact:

Bret Lane – Fire Program Manager  
Work # 225-925-4500  
forestprotection@ldaf.state.la.us