

# FINANCIAL DISBURSEMENT REPORT

## Natural Disaster and Recovery Supplement

Volunteer Fire Assistance (VFA)

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(Official 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 NDRS Grant payment funds will be issued as reimbursement for authorized expenditures. Reimbursement will be made only for previously approved purchases, as specified in your application, for 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 Award letter.

No purchase(s) made prior to **NDRS Award Letter Notification Date** will be accepted for reimbursement.

The Finance Disbursement Report **MUST** arrive at the LDAF, Baton Rouge office, by **4:30 PM, March 1, 2025**. Departments failing to report by this deadline may lose their grant funding.

If equipment or services ordered cannot be received until after the due date for filing this report, the eligible fire department shall submit an e-mail to the LDAF Program Director, explaining the reason for the delay. Extending the "deadline" period for the submission of the Disbursement Report MAY be approved at the Program Manager's discretion. Approval will only be granted for circumstances beyond the Fire Departments' control.

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:

Matt Polk or Robbie Harris  
Ph: (225) 925-4500  
Email: [ForestProtection@ldaf.state.la.us](mailto:ForestProtection@ldaf.state.la.us)

**EXPENDITURES FOR VFA NDRS 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 \$: \_\_\_\_\_

<b>Date of Purchase</b>	<b>Name of Item and Quantity Purchased</b>	<b>Supplier</b>	<b>Total Cost</b>	<b>Local Share</b>	<b>Federal Share</b>
*****	*****	<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 VFA NDRS 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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Employer Identification Number (EIN)

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Date

Please return your completed Disbursement Report to:

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