

Final Report Information and Instructions

The Fire Commissioner has extended the deadline to spend the 20-21 grant funds to 11/1/21.

Your final report documents must be **EMAILED** to ra-vfcvasgp@pa.gov **no later than 11/1/21**.

Documents you must submit via email:

1. Invoices showing your purchases, the amount billed, and a zero-balance owed. **Invoices showing paid via a stamp or handwritten note cannot be accepted.**
 - OR**
 2. Invoices showing your purchases, the amount billed, and image copies of cancelled checks used to pay your invoices.
 3. For debt reduction projects, you must submit an image copy of the **cancelled** check(s) used to pay on your approved loan, or a letter from the financial institution. If you are submitting a letter, it must be on the financial institution's letterhead, signed by a member of the financial institution, reference your company name, and verify the date and amount of your payment.
- If your company has **unexpended grant funds** to return, you must mail a copy of your final report form; invoices showing your purchases; copies of cancelled checks used to pay your invoices; a check for unexpended grant funds made payable to the Commonwealth of PA. Your final report documents and check should be mailed to:

Office of the State Fire Commissioner
FCEMS Grant Program
1310 Elmerton Ave
Harrisburg, PA 17110