

## SUBMITTING YOUR FINAL REPORT

Your final report must be submitted electronically via your grant application, **no later than 4:00pm on 9/3/2024**.

If your electronic final report is not submitted by the deadline, your company will not be permitted to apply for the 2024-25 grant when it opens in September 2024.

**You will only need to submit your hard copy final report documents if your company is selected for audit or if your company has unexpended grant funds to return.** Your contact person will receive an email if your company is selected for audit.

If you have not spent all grant funds, **your final report must also be printed and submitted to our office via U.S. mail**, and must include invoices showing your purchases, cancelled checks used to pay your invoices, **and your check for unexpended grant funds, made payable to the Commonwealth of PA.**

If your company is not selected for audit and you have spent all your grant funds, once your final report is submitted electronically, you will be finished with the final report process.

1. Go to our website <https://www.osfcegrants.state.pa.us/>
2. Log into your grant application using the user id and password you created when you submitted your grant application.
3. Click the **“Complete Final Report”** link (near the bottom of the screen).
4. Click the drop-down arrow to select the project
5. Click the **“Add Payee Details”** link.
6. Complete all fields then click “save”.
7. If you have additional payee information to add, click the **“Add Payee Details”** link again until all of your information is entered.
8. Once you have added all payee information scroll down and type your name in **“Applicant’s Agent”** field.
9. Click the check box beside your name then select the **“Submit Final Report”** link.
10. Select **“OK”** in the popup screen.

**NOTE:** If you click the '**SUBMIT FINAL REPORT**' button prior to entering all information, **YOUR FINAL REPORT WILL BE LOCKED**, and you will not be able to enter additional payee information.

### **HOW TO VERIFY IF YOUR FINAL REPORT HAS BEEN SUBMITTED**

Log into your grant application using your user id and password. Beside the “**select**” link you will see your company name and the date your final report was received.

Example ABC	Fire Company	Final Report	6/2/2024	ADAMS
		Received		East Berlin

### **INSTRUCTIONS FOR DEBT REDUCTION PROJECTS**

If you have a debt reduction project the lender name will populate in the payee section. Use the “**select**” button to the left of that line to add the rest of the payee information.

#### **Payments Automatically Withdrawn**

**Payee Name** – Enter the lender name

**Invoice number** - Enter zero's

**Invoice date** - Enter the date of your EFT withdrawal

**Invoice amount** - Enter the amount of your EFT withdrawal

**Check Number** - Enter zero's

**Check Date** - Enter the date of your withdrawal

**Check Amount** - Enter the amount of your payment

**NOTE:** if either of the fields are not applicable, enter zeros.

### **INSTRUCTIONS FOR CREDIT CARD PAYMENTS**

If your purchases were made with a credit card, **your company must reimburse the credit card company for these purchases, prior to 9/3/24.**

**Payee Name** – Enter the vendor name

**Invoice number** - Enter invoice number

**Invoice date** - Enter the date of your invoice

**Invoice amount** - Enter the amount of your invoice

**Check Number** - Enter the type of credit card used. **Example:** Visa, (do not enter your credit card number).

**Check Date** - Enter the date of your credit card payment

**Check Amount** - Enter the amount of your credit card payment

### **INSTRUCTIONS FOR MULTIPLE INVOICES PAID WITH 1 CHECK**

**NOTE.** You will need to list the below information for each invoice. The check information will be the same for all entries.

**Payee Name** – Enter the vendor name

**Invoice number** - Enter invoice number

**Invoice date** - Enter the date of your invoice

**Invoice amount** - Enter the amount of your invoice

**Check Number** - Enter the check number used to pay the invoice

**Check Date** - Enter the date of your check

**Example:** You received 3 invoices from KME Equipment. Each invoice was \$1000. You wrote 1 check in the amount of \$3000, paying all 3 invoices with check #301. You would enter the following.

**Payee Name** – KME

**Check Amount** - Enter the amount applied to this invoice

**Invoice number** - 205643

**Invoice date** – 6/15/24

**Invoice amount** - \$1000

**Check Number** - 301

**Check Date** – 8/5/24

**Check Amount** - Enter the amount applied to this invoice

Click Add Payee Details again, then enter information for the second and third invoices