



SUBMITTING YOUR FINAL FCEMS GRANT REPORT

Your final report must be submitted electronically via your grant application, **no later than 4:00pm on 9/2/2025.**

If your electronic final report is not submitted by the deadline, your company will not be permitted to apply for the 2025-26 grant when it opens in September 2025.

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.osfc.pa.gov>
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 Received	6/2/2025	ADAMS 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 zeros

Invoice date - Enter the date of your EFT withdrawal

Invoice amount - Enter the amount of your EFT withdrawal

Check Number - Enter zeros

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 9/2/25.**

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 – 6/15/25

Invoice amount - \$1000

Check Number - 301

Check Date – 8/5/25

Check Amount - Enter the amount applied to this invoice

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