

SUBMITTING YOUR FINAL 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.

1. Click the link to log into your grant application. [OSFC Online Grant Application -- Login](#)
2. Log into your grant application using your Keystone ID and Password and click the blue button "Click Here to Access the Online Grant Application."
3. Click the [Complete Final Report](#) button.
4. Follow the instructions on the screen to enter your project expenditures.
5. When you have entered the required information, click the 'Save' button. You may edit or delete entries from the grid by clicking the appropriate button.
6. Before clicking 'Sign & Submit Final Report', click the 'Preview Report' button to confirm all information is correct. You can add attachments such as receipts, invoices, and cancelled checks at any time by clicking the 'Attachments' button.
7. Click the 'Sign & Submit Final Report' button, select the signature you wish to apply or upload/draw a new signature, and click 'Submit'. Once your Final Report has been submitted, you may print a PDF copy of the report at any time by clicking the 'Download Final Report' button.
8. Supporting Documents must be submitted via 'Attachments' button on Final Report page after final report submission.

Documents to upload based on your approved project

Purchases - Invoice(s) from the vendor listing your purchases and image copies of **cancelled** checks (front and back) used to pay your invoices. **If your purchases were paid for with a credit card, you must have proof that the credit card company was reimbursed on or prior to 9/2/2025 for these purchases.**

Debt Reduction - An image copy of the **cancelled** checks (front and back) used to pay on your approved loan, or a letter from the financial institution. **If you're submitting a letter, it must be on the financial institution's letterhead, and must include the financial institution name, your company name, dollar amount of payment(s), date of payment(s), and must be signed by a member of the financial institution.**

Debt Reduction on a Relief Association Loan - A copy of the loan agreement between the Relief Association and your company. An image copy of the **cancelled** checks (front and back) used to pay on your approved loan, or a letter from the financial institution. **If you're submitting a letter, it must be on the financial institution's letterhead, and must include the financial institution name, your company name dollar amount of payment(s), date of payment(s), and must be signed by a member of the financial institution.**

9. **HOW TO VERIFY IF YOUR FINAL REPORT HAS BEEN SUBMITTED** – Log into your grant application and view the status. The status will show that your Final Report is received. You may view your final report and supporting attachments at any time.

10. **IF YOU ARE RETURNING UNSPENT GRANT FUNDS:**

Please mail a check payable to 'Commonwealth of PA' to:
Office of the State Fire Commissioner
1310 Elmerton Ave
Harrisburg, PA 17110