# Office of the Fire Marshal (OFM) Fire Protection Grant - Report Back Guide FY2024-25

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### **Purpose**

The purpose of this document is to provide guidance on completing the Fire Protection Grant Report Back form, uploading and attaching invoices, and submitting the final report.

### **Before You Begin**

Please ensure that you have the following:

- ✓ Access to your Transfer Payment Ontario (TPON) Account
- ✓ Your original Fire Protection Grant project submission
- ✓ Your signed and executed Fire Protection Grant Transfer Payment Agreement(s)
- ✓ Project invoices for uploading (in an electronic file format)

### **How to Submit a Report**

Please refer to the TPON Reference Guide when submitting your report back: <u>Transfer</u> Payment Ontario Reference Guide.

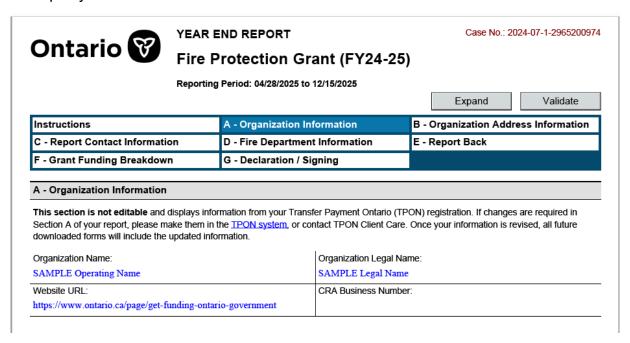
You may also view the <u>Transfer Payment Ontario - How to Submit a Report: Video</u>

### **Repopulating Information in the Report**

Download the Report Back form from TPON and review the prepopulated information. If the information is not accurate, you may refer to the top of page 7 of the <u>Transfer</u> Payment Ontario Reference Guide for instructions on how to update the information.

### **How to Complete the Fire Protection Grant Report**

**A – Organization Information:** This section will be prepopulated with your municipality's information. Please review the information to ensure that it is accurate.



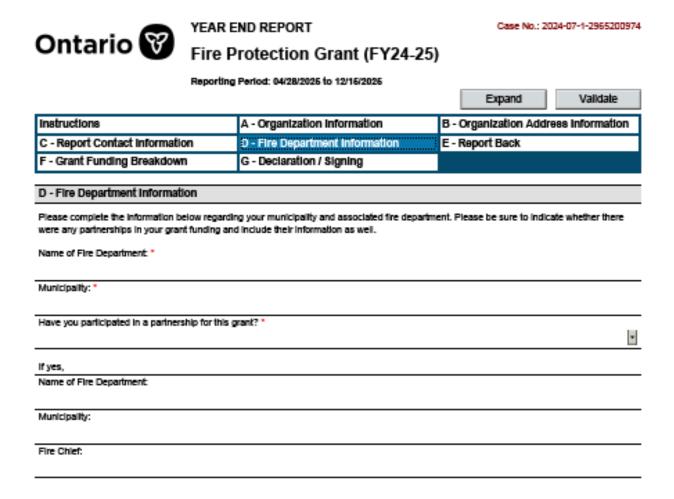
**B – Organization Address Information:** This section will be prepopulated with your municipality's information. Please review the information to ensure that it is accurate.

	YEAR END REPORT		Case No.: 2024-07-1-2965200974					
Ontario 👸	Fire Protection Grant (FY24-25)							
				Expand	Validate			
Instructions		A - Organization Information		B - Organization Address Information				
C - Report Contact Informati	- Report Contact Information D - Fire Department		t Information	ormation E - Report Back				
F - Grant Funding Breakdow	n	G - Declaration / Signing						
B - Organization Address Information								
This section is not editable and displays information from your TPON registration. If changes are required in Section B of your report, please make them in the <u>TPON system</u> , or contact TPON Client Care. Once your information is revised, all future downloaded forms will include the updated information.								
Business Address								
Unit Number:			Street Address 1: 5775 Youge Street					
Street Address 2: 3rd floor			•					
City/ Town:			Province:					
Toronto			ON					
Postal Code:		Country:						
M2M4J1			Canada					
Mailing Address								
Unit Number:			Street Address 1: 5775 Youge Street					
Street Address 2: 3rd floor								
City Town: Tarasia			Province: ON					
Postal Code: MSAIV8			Country: Canada					

**C – Report Contact Information:** Please complete all fields in this section. Fields highlighted with an asterisk (\*) are mandatory.

Oti 🚳	YEAR E	ND REPORT	Cas	e No.: 2024-07	-1-2965200974
Ontario 🕜	Fire P	rotection Grant (FY24-25)	)		
	Reporting	Period: 04/28/2026 to 12/15/2026			
			Expan	d	Validate
Instructions		A - Organization Information	B - Organizatio	n Address I	nformation
C - Report Contact Informati	rmation D - Fire Department Information E - Report Back				
F - Grant Funding Breakdow	n	G - Declaration / Signing			
C - Report Contact Information Contacts with signing authority will		to digitally sign this form in Section G.			
				Add	Remove
Salutation: *	_	First Name: *	Last Name: *		
Dr.	-	A	В		
Primary:		Role: *	Email Address: *		
✓		Applicant	jj@gmail.com		
Title:		Department:	Phane Number (Wark): *		
asdfasdf		Account	1111111111		
Phone Number (Mobile):		Signing Authority 7	-		

**D – Fire Department Information:** Please complete all fields in this section. Fields highlighted with an asterisk (\*) are mandatory.

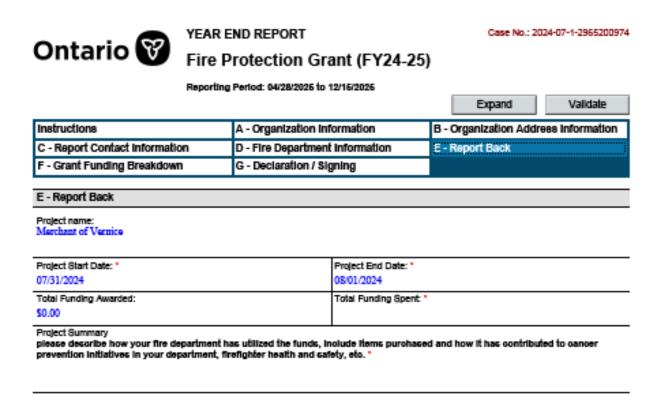


**E – Report Back**: Please enter the "Project Name," "Project Start Date," and "Project End Date" as it appeared on your Fire Protection Grant submission.

For the "Total Funding Awarded," refer to the top of "Schedule B" on page 21 of your signed and executed Fire Protection Grant Transfer Payment Agreement(s). Enter the "Maximum Funds" amount.

To locate the information for the "Project Summary," refer to your Fire Protection Grant submission. Be sure to include details for any approved project amendments (if applicable).

Please complete all fields. Fields highlighted with an asterisk (\*) are mandatory.

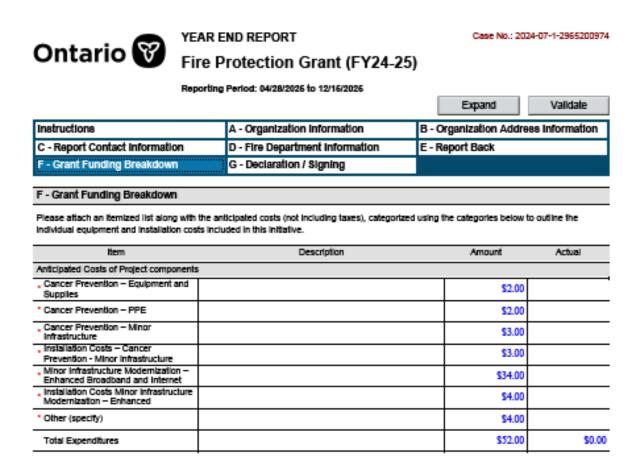


<u>Note</u>: The "Total Funding Spent" is the <u>actual</u> amount of Fire Protection Grant funds used to complete the project. If the total spent is *less* than the funding awarded, <u>all</u> unused funds must be reimbursed to the Province of Ontario.

**F – Grant Funding Breakdown:** Please refer to section "F – Budget" of your Fire Protection Grant submission and complete all fields. Review the "Amount" information populated from your original grant submission to ensure that it is accurate.

Fields highlighted with an asterisk (\*) are mandatory.

<u>TIP</u>: A description is not required for each item if not applicable. However, a dollar amount must be entered – use "\$0.00" where applicable.



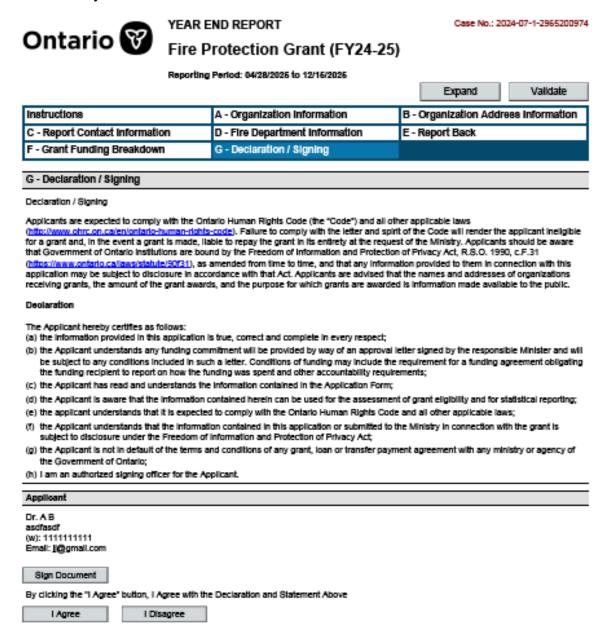
**Note**: Once you have completed and uploaded your report back form, you will be required to attach supporting documents such as invoices related to your project.

**G – Declaration/Signing:** Review the Declaration. The Applicant information will prepopulate from section "C - Report Contact Information."

Once you have read and understand the Declaration, click on the "Sign Document" button.

Next, click on the "I Agree" button to agree with the Declaration and Statement.

Once you confirm that you agree, your signature, the date and time will populate automatically.



Date/Time

Please validate your application by clicking the Validate button before submitting the form back to Transfer Payment Ontario.

Signature

### Validation

Scroll to page 1 of the form and click on the Validate button at the top right.

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**Note:** If any of the mandatory fields are not complete, the form will not validate, and you will be prompted to complete those fields.

Once you have completed the form validation, a pop-up will appear confirming that the form has been validated successfully:



Now that your report form has been successfully validated, **save the file to your device**.

## **Submission of Report Back**

The report form that you just saved to your device will be the form that you are required to submit (upload) to TPON.

Please refer to pages 8 through 10 of the Transfer Payment Ontario (TPON) Reference Guide to **Upload the Report Form, Attach Supporting Documents (invoices)**, and **Submit the Report Back**: <u>Transfer Payment Ontario Reference Guide</u>