**Active Transportation Planning**

**2021 Final Report Form**

Please complete and return this form **within 30 days of project completion**. All questions are required to be answered by typing directly into this form. If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 952-9177.

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| **SECTION 1: Applicant Information** | **AP-** *(for administrative use only)* |
| Name of Local Government: | Date of Report: |
| Contact Person: | Position: |
| Phone: | E-mail: |

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| **SECTION 2: Project Information** |
| * + - 1. **Project Information.**       2. Project Title:       3. Project start and end dates. Start:       End:       4. Total project expenditure:      \* Total grant expenditure:      \*       5. Did you receive funding from any other sources? If yes, please describe.   *\*Please ensure that the total project expenditure and total grant expenditure match the information provided in the required financial summary.* |
| * + - 1. **Brief Summary of Activities.** Please provide a summary of the activities that were undertaken including main accomplishments, promising practices, and lessons learned.     *Please note responses in this section may be shared publicly as part of a summary of funded projects.* |
| * + - 1. **Program Intent & Objectives.** Please outline how the completed activities met the goals of the 2021 Active Transportation Planning program, including a detailed description of how a community land use and/or transportation plan was amended.     In addition, please describe how the completed activities supported the following:   1. Connections to community amenities, affordable housing, seniors’ housing, schools, and other key community institutions: 2. Reduction of greenhouse gas emissions through active transportation options (in alignment with *Local Government Act* (Part 14, Sec 473 sub 3) GHG emission targets): 3. Consideration of equity, accessibility, and people of all ages and abilities in active transportation planning: |
| * + - 1. **Community Consultation & Public Engagement.** List all partners (e.g. school districts, First Nations or Indigenous organizations, community organizations, and other local governments) that directly participated in the completed activities and the specific role they played. |
| * + - 1. **Evaluation.** How was the project evaluated? How was this information used? |
| * + - 1. **Explanation of How Outcomes will be Sustained.** How will the outcomes of the completed planning activities be sustained by the local government? (e.g. implementation of active transportation policies, infrastructure projects, etc.) |
| * + - 1. **Additional Comments.** Please share any other information relevant to the completed planning activities. |

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| **SECTION 3: Required Attachments** | |
| **Required**  Detailed financial summary that indicates the actual expenditures from the Active Transportation Planning program funding and other sources (if applicable) and that aligns with the actual activities outlined in the final report form;  Copy of completed plan or assessment. | **Optional**  Photos of the project;  Media clippings. |
| **CERTIFICATION OF COSTS**  To be signed by the local government Chief Financial Officer.  I certify that the costs identified in the attached financial summary: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible; and (4) are net of tax and any other rebates.  In addition, for final claims, I certify that: (1) the project is complete; (2) all revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the project have been declared. | |
| Name: | Title: |
| Signature:  *An original or electronic signature is required* | Date: |

**Submit the final report form and all attachments by email to:**

**Local Government Program Services (UBCM) at** [**lgps@ubcm.ca**](mailto:lgps@ubcm.ca)

**All attachments should also be emailed as Word, Excel, or PDF files and digital photos should be emailed as JPEG files. Total file size for email attachments cannot exceed 20 MB. Please complete and return this form and attachments within 30 days of project completion.**