**Asset Management Planning Program**

**2019 Final Report Form**

Please complete and return this form within 30 days of the completion of your project. All questions are required to be answered by typing directly in this form. If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 356-2947.

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

*\* Contact person must be an authorized representative of the applicant*

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| **SECTION 2: PROJECT INFORMATION** |
| * + - 1. **Project Information**       2. Project title:       3. Project start and end dates. Start:       End:       4. Actual project cost:       5. Was this project also funded through FCM’s Municipal Asset Management Program? Refer to Section 6 of the Program & Application Guide for more information.   Yes  No |
| * + - 1. **Activities.** Please provide a description of the activities undertaken during the project. |
| * + - 1. **Outcomes & Achievements.** Please describe the outcomes that resulted from the project and any notable achievements. |
| * + - 1. **Advancement of Asset Management.** Please describe how the project advanced asset management planning or facilitated integration with long-term financial planning. |
| * + - 1. **Impact on Local Government.** Please list any policies, practices, plans or local government documents that were developed or amended as a result of the project. |
| * + - 1. **Next Steps.** Please describe the next steps proposed to extend and deepen asset management practices within your local government. |
| * + - 1. **Sharing Lessons Learned.** In order to help other local governments learn from your experience are you willing to:   Share your experience in UBCM’s *Compass*?  Present the results of your project at a UBCM event?  Share this final report (e.g. on the UBCM website) with others interested asset management? |
| * + - 1. **Attachments.** Please attach to this report any relevant documentation produced through the project.   Financial summary (required). Attach a completed financial summary in the same format as the submitted budget (the financial summary should be in Excel, Word or PDF format).  Any relevant plans, policy and other asset management documents/presentations as developed through this project (if available) |

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| **SECTION 3: Required Attachments** |
| Please submit the following with your final report:  Financial summary, including the community contribution and, if applicable, other grant funding  Copies of any plans or documents that were updated as part of the funded project. |

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| **SECTION 4: Signature & Certification of Costs.** To be signed by local governments 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: | Date: |

Final reports should be submitted as Word or PDF files. If you choose to submit your report by email, hard copies do not need to follow.

Submit final reports to Local Government Program Services, Union of BC Municipalities:

Email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca) Mail: 525 Government Street, Victoria, BC, V8V 0A8