**Housing Needs Report Program**

**2021 Final Report**

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

|  |  |
| --- | --- |
| **SECTION 1: Applicant Information** | **AP-** *(for administrative use only)* |
| Name of Local Government or Treaty First Nation: | Date of Report: |
| Report made by: | Position: |
| Phone: | E-mail: |

|  |
| --- |
| **SECTION 2: For Regional Projects Only** |
| * + - 1. **Identification of Planning Areas & Partnering Applicants.** For all regional projects, please list all of the planning areas (municipalities, electoral areas, local trust areas, Treaty First Nation lands) included in this Final Report. If any planning areas are outside of the primary applicant’s jurisdiction, please identify the partnering applicants. |

|  |
| --- |
| **SECTION 3: Project Summary** |
| * + - 1. **Title & Area of the Project**.   Project Title:  Planning areas that are included in the report:  Project start and end dates: Start:       End: |
| * + - 1. **Project Cost.**   Total Project Expenditure:      \* Total Grant Expenditure:      \*  Did you receive funding for this project from other sources? If yes, please indicate the source(s)  and the amount of funding received from other sources:    *\*Please ensure that the total project cost and total grant expenditure match the information provided in the required financial summary.* |

|  |
| --- |
| **SECTION 4: Detailed Project Information** |
| * + - 1. **Summary of Activities.** Please provide a summary of the activities that were undertaken including main accomplishments, promising practices, and lessons learned. |
| * + - 1. **Data Collection, Compilation & Analysis.** Beyond the datasets that were made available at no cost by the Ministry of Municipal Affairs, please describe any other data collected (e.g. from community-based surveys or local government or Treaty First Nation records). Please describe *how* you used this additional information. |
| * + - 1. **Community Consultation & Public Engagement.** Please specify *who* you consulted with and *how* they were engaged or collaborated with:   Neighbouring local governments:  First Nations and local Indigenous organizations:  Non-profit service providers, health authorities, and/or post-secondary institutions:  Non-profit or for-profit development sector:  Vulnerable populations:  Other: |
| * + - 1. **Capacity Building**. Please describe any training or capacity building activities you undertook to support your local government or Treaty First Nation’s ability to complete future housing needs reports. |
| * + - 1. **Public Information.** For each participating local government or Treaty First Nation, please provide the date of the meeting at which the completed Housing Needs Report was received by the Council, Board, or Treaty First Nation Government.     For each participating local government or Treaty First Nation, please provide the web address where the Housing Needs Report is available for free public access. |
| * + - 1. **Additional Information.** Please share any other information you think may be relevant to this final report. |

|  |  |  |
| --- | --- | --- |
| **SECTION 5: Final Reporting Requirements** | | |
| **Required**  Detailed financial summary that indicates the actual expenditures from the Housing Needs Report program funding and other sources (if applicable) and that aligns with the actual activities outlined in the final report form;  Completed Housing Needs Report(s) (including required Summary Form). | **Optional**  Photos of the project;  Media clippings. | |
| **CERTIFICATION OF COSTS.** To be signed by the local government or Treaty First Nation’s 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 electronic or original signature is required* | | Date: |

**Please e-mail the completed final report form and required attachments 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.**