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| **SWPI -**  |
| For administrative use only |

**Strategic Wildfire Prevention Initiative**

**Community Wildfire Protection Plan &
CWPP Update Program**

**2016 FINAL REPORT FORM**

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding final report requirements please refer to the 2016 Community Wildfire Protection Plan & CWPP Update Program & Application Guide.

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| **SECTION 1: APPLICANT INFORMATION** |  |
| **Local Government or First Nation**:       | **Date of Final Report Submission**:       |
| **Contact Person**:       | **Title**:       |
| **Phone**:       | **E-mail**:       |

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| **SECTION 2: PROJECT INFORMATION** |
| 1. **NAME OF PROJECT.**

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| 1. **PRESENTATION TO COUNCIL OR BOARD.** Please indicate the date the completed CWPP/CWPP Update was presented to the local government Council or Board or First Nation Council.

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| 1. **COMMUNICATION WITH RESOURCE DISTRICT.** Was the draft CWPP submitted to the resource district office and/or land manager?

[ ]  Yes [ ]  No. If yes, when?      Please attach any response that was received. |
| 1. **CONSULTANT INFORMATION.** Please provide the name of consultant(s), or staff if CWPP was produced internally, that completed the work.

**CWPP Consultant:**      **GIS Consultant:**       |

Eligible activities and costs are outlined in Section 5 of the Program & Application Guide (Eligible & Ineligible Costs & Activities) and a specific budget was approved as part of your application.

In Section 3 below, please include all actual eligible costs for the development of your CWPP and provide a brief description of each actual cost.

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| **SECTION 3: ACTUAL COSTS (exclusive of eligible GST/PST rebate)**  |
| **Activity** | **Actual Cost** |
| Consultation with the Fuel Management Specialist or Liaison, resource district, land manager, other local governments, or other stakeholders regarding the proposed CWPP. *This activity may take place within 12 months prior to application submission.* Please describe:       | $      |
| Information sharing with First Nations, as required by the Land Manager. *This activity may take place within 12 months prior to application submission.* Please describe:       | $      |
| Preparation of the CWPP, including maps, spatial data, and metadata. Please describe:       | $      |
| Completion of a WUI Wildfire Threat Assessment within the WUI area, including WUI Threat Assessment worksheets. Please describe:       | $      |
| Updates to existing WUI Wildfire Threat Assessment plots and related spatial data to conform to the current WUI Wildfire Threat Assessment standards. Please describe:       | $      |
| Updated structure and critical infrastructure mapping and updated fuel typing within the WUI. Please describe:       | $      |
| Development of a communications strategy and presentation of the CWPP to the Council, Board or Band Council, tenure holders, resource district and/or land manager, community organizations, etc. Please describe:       | $      |
| Amendments to relevant local government or First Nation plans, bylaws and policies that are specific to the CWPP. Please describe:       | $      |
| Staff and contractor costs directly related to the development of the CWPP. Please describe:       | $      |
| Applicant administration costs directly related to the development of the CWPP. Please describe:       | $      |
| Public information costs directly related to the development of the CWPP. Please describe:       | $      |
| FireSmart activities (**eligible as community contribution only**). *This activity may take place within 12 months prior to application submission*. Please describe:       | $      |
| Other approved activities. Please describe:       | $      |
| **Total Actual Costs:** | **$** |

**For local governments**: the CWPP program can contribute a maximum of 50% of the cost of eligible activities – to a maximum of $15,000 - and the remainder (50%) is required to be funded through community contributions.

**For First Nations:** the CWPP program can contribute a maximum of 100% of the cost of eligible activities to a maximum of $8,000.

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| **Total Requested Grant** (Refer to approval letter for approved grant maximum and see above for grant calculation): | **$** |

As outlined in Appendix 2 of the Program & Application Guide (Community Contributions & Other Grants), under no circumstances will the SWPI grant result in payment of more than 100% of the eligible project cost. In cases where eligible portions of other grant funding - combined with the maximum available SWPI grant - are more than 100% of the project cost, the value of the excess funding will be deducted from the SWPI grant.

In Section 4, below, please report the full value of the eligible portions of any other grants received for the development of your CWPP/CWPP Update.

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| **SECTION 4: OTHER GRANTS** |
| **Grant(s) Description:** | **Actual Grant Value** |
|       | $      |

**For administrative use only:**

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| **Total Eligible Grant**: | **$** |

Applicants are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. The Provincial Fuel Management Working Group reserves the right to audit these records.

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| **SECTION 5 CERTIFICATION OF COSTS (to be signed by Chief Financial Officer)** |
| I certify that the costs stated above: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible (as outlined in Section 5 of the Program & Application Guide); and (4) are net of tax rebates 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:       |

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| **SECTION 6: CERTIFICATION OF WORK COMPLETED** (to be signed by Registered Forest Professional) |
| I certify that: (1) elements of the CWPP that fall under the practice of forestry were developed by a forest professional that is accredited by the Association of BC Forest Professionals  |
| Name:       | Title:       |
| Signature:       | Date:       |

See Section 9 of the Program & Application Guide (Final Report Requirements & Process) for complete final report requirements. In addition to the Final Report Form, the following separate attachments are required to be submitted:

[ ]  Copy of the completed CWPP including all required content identified in Appendix 1 of the Program & Application Guide

[ ]  Georeferenced PDF maps

[ ]  Spatial data, metadata, and methodology relating to the project

Applicants are required to submit **one** electronic copy of the complete final report (with all supporting documents) and **two** hardcopies of the complete final report (with all supporting documents)

Final reports should be submitted directly to:

**Local Governments:** Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca Mail: 525 Government Street, Victoria, BC, V8V 0A8

**First Nations:** Forest Fuel Management Department, First Nations’ Emergency Service Society.

E-mail: ffminfo@fness.bc.ca Mail: A 274 Halston Road, Kamloops, BC, V2H 1P7