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

**Strategic Wildfire Prevention Initiative**

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

**2017 FINAL REPORT FORM (Updated)**

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 *2017 Community Wildfire Protection Plan & CWPP Update Program & Application Guide (March 2017)*.

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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.** |
| 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 Band Council. |
| 1. **COMMUNICATION WITH LAND MANAGER.** Was the draft CWPP submitted to the land manager (e.g. MFLNRO resource district or BC Parks)?   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, 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, 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 data collection, related to the following required sections of the CWPP template: |  |
| Sections 1 & 2: Introduction and local area description. Please describe: | $ |
| Section 3: Values at risk. Please describe: | $ |
| Section 4: Wildfire threat and risk. Please describe: | $ |
| Section 5: Risk management and mitigation factors. Please describe: | $ |
| 5.1: Fuel Management. Please describe: | $ |
| 5.2: FireSmart planning and activities. Please describe: | $ |
| 5.3 Communication and education. Please describe: | $ |
| Section 6: Wildfire response resources. Please describe: | $ |
| Preparation of maps, spatial data, and metadata. Please describe: | $ |
| Presentation of the CWPP to the Council, Board or Band Council, tenure holders (if applicable), 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: | $ |
| Other approved activities. Please describe: | $ |
| **Total Actual Costs:** | **$** |

The CWPP program can contribute a maximum of 75% of the cost of eligible activities – to a maximum of $22,500.00 - and the remainder (25%) is required to be funded through community contributions.

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

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

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| **SECTION 5: REQUIRED FINAL REPORT MATERIALS** |
| Only complete final reports will be reviewed and outstanding final reporting may impact ability to apply for future SWPI grants.  The following separate attachments are required to be submitted as part of the final report:  Completed Final Report Form, including signatures by the applicant and the Registered Forest Professional  Copy of the completed CWPP using the 2017 template  Georeferenced PDF maps  Spatial data, metadata, methodology relating to the project and a spatial data summary  If applicable, a copy of the fuel type verification approval email from the Provincial Wildfire Threat Specialist |

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| **SECTION 6 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 7: 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: |

All final reports (from local governments and First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [swpi@ubcm.ca](mailto:swpi@ubcm.ca) Mail: 525 Government Street, Victoria, BC, V8V 0A8