**Asset Management Planning Program**

**2023 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) 356-7123.

|  |  |
| --- | --- |
| **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 (i.e., staff person or elected official)*

|  |
| --- |
| **SECTION 2: Project Information** |
| * + - 1. **Project Information**       2. Project title:       3. Project start and end dates. Start:       End:       4. Actual project cost:       Actual grant expenditure:       5. Was this project also funded through FCM’s Municipal Asset Management Program? Refer to Section 3 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. |

|  |
| --- |
| **SECTION 3: Required Attachments** |
| Please submit the following with your final report:  Financial summary that aligns with all completed activities in the final report form, and including the community contribution and any other grant funding; and  Copies of any plans, policies, or other documents that were updated or developed as part of the funded project. |

|  |  |
| --- | --- |
| **SECTION 4: Signature & 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:  *\*A certified digital or original signature is required* | 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 the final report form and all required attachments to the below email and note “2023 Asset Planning” in the subject line:**

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