**Next Generation 911**

**2023 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 *2023 Next Generation 911 Program and Application Guide.*

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| **SECTION 1: Applicant Information** | *(for administrative use only)* |
| First Nation or Local Government Applicant: | Final Report Submission Date: |
| Contact Person\*: | Position: |
| Phone: | Email: |

*\* Contact person must be an authorized representative of the applicant (i.e., staff member or elected official).*

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| **SECTION 2: Base Funding Reporting.** All recipients are required to complete this section. |
| 1. **Project Information.** 2. Project start and end dates: Start:       End: 3. Total final project expenditure: 4. Total grant expenditure: |
| 1. **Summary of Activities.** Provide a summary of the activities that were undertaken:    1. Public education      * 1. Legal and contracts      * 1. Mapping and GIS      * 1. Training      * 1. Other |

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| **SECTION 3: Primary PSAP Reporting.** Only eligible recipients that operate a primary PSAP for 911 Call Answer outside of the E-Comm system are required to complete this section. |
| 1. **Summary of Activities.** Provide a summary of the activities that were undertaken: 2. Purchase and installation of technology (hardware and software) for primary and back up sites      1. Change management      1. Business continuity      1. Training      1. Legal and contracts      1. Mapping and GIS      1. Collaboration with Indigenous communities      1. Governance      1. Other |

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| **SECTION 4: Secondary PSAP Reporting.** Only eligible recipients that operate a secondary PSAP outside of the E-Comm system are required to complete this section. |
| 1. **Summary of Activities.** Provide a summary of the activities that were undertaken: 2. Purchase and installation of technology (hardware and software) for primary and back up sites      1. Change management      1. Business continuity      1. Training      1. Legal and contracts      1. Mapping and GIS      1. Collaboration with Indigenous communities      1. Governance      1. Other |

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| **SECTION 5: Secondary PSAP/Municipal RCMP OCC Reporting.** Only eligible recipients that operate a secondary PSAP or municipally-run RCMP Operational Communications Centres are required to complete this section. |
| 1. **Summary of Activities.** Provide a summary of the activities that were undertaken: 2. Purchase and installation of call handling devices      1. Change management      1. Business continuity      1. Training      1. Legal and contracts      1. Mapping and GIS      1. Collaboration with Indigenous communities      1. Governance      1. Other: |

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| 1. **Additional Comments.** Please provide any additional comments or information you would like to share about this project. |

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| **SECTION 6: Required Final Report Materials** |
| Only complete final reports will be reviewed and outstanding final reporting may impact ability to apply for future UBCM grants.  The following separate attachments are required to be submitted as part of the Final Report:  Completed Final Report Form with all required attachments.  Detailed financial summary that indicates the actual expenditures from the Next Generation 911 program and other sources (if applicable), and that aligns with the actual activities outlined in the final report form.  Copies, excerpts and/or links to all materials produced with grant funding.  Optional: photos or media related to the funded project. |

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| **SECTION 7: Certification of Costs** (to be signed by Chief Financial Officer or Designate) | |
| 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 refundable 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:  *(CFO or designate)* |
| Signature\*:  *\*A certified digital or original signature is required.* | Date: |

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

Email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)