**Community Resiliency Investment Program**

**2023 FireSmart Community Funding & Supports**

**Final Report Form**

The Final Report Form and Final Report Worksheet 1 are required to be completed for all funded projects. Final Report Worksheet 2 is only required for completed projects that included fuel management activities and Final Report Worksheet 3 is only required for completed projects that included a new CWRP or amended CWRP/CWPP.

All questions are required to be answered by typing directly in the form. For detailed instructions regarding final report requirements, please refer to the 2023 FireSmart Community Funding & Supports Program & Application Guide or contact [cri@ubcm.ca](mailto:cri@ubcm.ca) or (604) 270-8226 ext. 220.

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

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

|  |
| --- |
| **SECTION 2: For Regional Projects Only** |
| * + - 1. **Identification of Partnering Communities.** For all regional projects, please list all of the partnering eligible applicants included in this project. Refer to Section 4 in the Program & Application Guide. |

|  |
| --- |
| **SECTION 3: Project Summary** |
| * + - 1. **Project Information**  1. Project name: 2. Start and end dates: Start:       End: |
| * + - 1. **Actual Project Cost & Grant Request.** As outlined in Section 3 of the Program & Application Guide, all other financial contributions for eligible portions of the project must be declared and may decrease the value of the grant. This includes other grant funding and any revenue (e.g. sale of forest products) that is generated from activities that were funded by the 2023 FireSmart Community Funding & Supports program.   Total Cost Reported on Final Report Worksheet 1: $  Total Cost Reported on Final Report Worksheet 2: $  Total Cost Reported on Final Report Worksheet 3: $  Total Project Cost: $  Other funding or revenue (please describe and indicate amount): $  Total Grant Request: $ |

|  |
| --- |
| **SECTION 4: Project Information** |
| * + - 1. **Summary of Completed Activities.** Please provide a general summary of the completed project. Detailed project and financial information are required to be submitted in Final Report Worksheet 1 and/or Worksheet 2 and Worksheet 3: |
| * + - 1. **Partnerships & Collaboration.** Please identify any other authorities you collaborated with on the project (e.g. community, resident or Indigenous organizations or other First Nations or local governments) and summarize that collaboration**:** |
| * + - 1. **Additional Information.** Please share any additional comments you would like to provide: |

|  |  |
| --- | --- |
| **SECTION 5: Final Report Check List** | |
| **Required Submissions** | **Related Documents** |
| Final Report Form | Copies, excerpts and/or links to all materials produced with grant funding |
| Final Report Worksheet 1 | * Evidence of community education component, as required in Q. 1 * Copies of completed FireSmart assessments for land or buildings, as required in Q. 2 * Copies/excerpts of new or updated policy as required in Q. 2 * Copies/excerpts of new or updated policy/plan as required in Q. 3 * Terms of Reference as required in Q. 4 * Copy of new or updated assessment as required in Q. 5 * List of purchased FireSmart Structure Protection Equipment as required in Q. 5 * Copies of completed FireSmart post assessments as required in Q. 7 * Copies of completed FireSmart post assessments as required in Q. 8 * Copies of completed FireSmart Community Plans, FireSmart assessments, list of addresses receiving rebates and rebate amounts, summary of HPP assessments as required in Q9 |
| Final Report Worksheet 2 (for Fuel Management activities only) | **Prescriptions, Burn Plans and Phased Projects**   * Copy of the fuel management prescription that is signed by a Registered Forest Professional including all ancillary assessments * Copy of the Burn Plan that is signed by the qualified professional * Maps and spatial data as outlined in Appendix 8 |
| **Treatments and Phased Projects**   * Post-treatment wildfire threat assessments or data collection as outlined in Prescription Guidance document * Post-treatment report with updated survey data collection as per direction in the prescription, summary of post treatments conditions and fire behaviour outcomes and relationship to prescription treatment objectives * Fire effects monitoring pre burn, and fire effects monitoring post burn reports * Pre and post-treatment pictures * Maps as and spatial data as outlined in Appendix 8 |
| Final Report Worksheet 3  (CWRPs and CWPP Updates only) | **•** Copy of the completed CWRP or amended CWPP/CWRP  • Maps and spatial data as outlined in Appendix 8 of the Program and Application Guide |
| **Optional:** Photos or media related to the project | |
| Willingness to be featured by FireSmart BC for promotional/educational purposes | Yes  No |

|  |  |
| --- | --- |
| **SECTION 6: Signature & Certification (to be signed by Chief Financial Officer)** | |
| I certify that the costs stated above, in Final Report Worksheet 1 and, if required, in Final Report Worksheet 2 and Final Report Worksheet 3: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible (as outlined in the Program & Application Guide); and (4) are net of tax rebates and any other rebates.  Further, I certify that where applicable (1) all activities were completed by a qualified professional accredited by their professional association; and (2) for activities that fall under the practice of forestry, were signed by a forest professional that is accredited by the  Forest Professionals BC and operating within their scope of practice  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 projects have been declared. | |
| Name: | Title: |
| Signature: | Date: |