**Active Transportation Planning**

**2024 Final Report Form**

Please complete and return this form **within 30 days of project completion**. All questions are required to be answered by typing directly into this form.

If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or 604-270-8226 extension 220.

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| **SECTION 1: APPLICANT INFORMATION** | **LGPS -** *(for administrative use only)* |
| Name of Local Government: | Final Report Submission Date: |
| Primary Contact Person\*: | Position: |
| Phone: | E-mail: |

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

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| **SECTION 2: PROJECT INFORMATION** |
| * + - 1. **Project Information.**       2. Project Title:       3. Project start and end dates. Start:       End:       4. Total project expenditure:      \* Total grant expenditure:      \*       5. Did you receive funding from any other sources? If yes, please describe.   *\*Please ensure that the total project expenditure and total grant expenditure match the information provided in the required financial summary.* |
| * + - 1. **Brief Summary of Activities.** Please provide a summary of the activities that were undertaken including main accomplishments, promising practices, and lessons learned.     *Please note responses in this section may be shared publicly as part of a summary of funded projects.* |
| * + - 1. **Program Intent & Objectives.** Please outline how the completed activities increased options for active transportation and encouraged more people to use active transportation. Include a detailed description of how a community land use and/or transportation plan was amended.     In addition, please describe how the completed activities supported the following:   1. Connections to community amenities, affordable housing, seniors’ housing, schools, and other key community institutions: 2. Reduction of greenhouse gas emissions through active transportation options (in alignment with *Local Government Act* (Part 14, Sec 473 sub 3) GHG emission targets): 3. Consideration of equity, accessibility, and people of all ages and abilities in active transportation planning: |
| * + - 1. **Community Consultation & Public Engagement.** List all partners (e.g. school districts, First Nations or Indigenous organizations, community organizations, and other local governments) that directly participated in the completed activities and the specific role they played. |
| * + - 1. **Evaluation.** How was the project evaluated? How was this information used? |
| * + - 1. **Explanation of How Outcomes will be Sustained.** How will the outcomes of the completed planning activities be sustained by the local government? (e.g. implementation of active transportation policies, infrastructure projects, etc.) |
| * + - 1. **Additional Comments.** Please share any other information relevant to the completed planning activities. |

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| **SECTION 3: 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 Active Transportation Planning Fund and other sources (if applicable) and that aligns with the actual activities outlined in the final report form;  Copy of completed plan or assessment;  Photos and/or media directly related to the funded project. |

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| **SECTION 4: 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 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 digital or original signature is required* | Date: |

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

Submit final reporting to Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)