**Complete Communities**

**2023/24 Final Report Form**

Please complete and return the final report form and all required attachments **within 30 days of project completion**. 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).

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| **SECTION 1: Applicant Information** | *(for administrative use only)* |
| Local Government or modern Treaty First Nation: | 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)*

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| **SECTION 2: Project Information** |
| * + - 1. **Project Information**       2. Project Title.       3. Project start and end dates. Start:       End: |
| * + - 1. **Project Cost**  1. Total actual project expenditure: 2. Total actual grant expenditure: 3. Did you receive funding for this project from other sources? If yes, please indicate the source(s) and the amount of funding received from other sources:     *Please ensure that the above information matches the information provided in the required financial summary.* |

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| **SECTION 3: Detailed Project Information** |
| * + - 1. **Complete Community Lenses.** Applicants were to select a minimum of three of the four lenses identified in the Ministry of Housing’s Complete Communities Guide to assess their community completeness. Please indicate which of the four lenses were the primary focus of the completed planning activities.   Housing  Daily Needs  Transportation  Infrastructure |
| * + - 1. **Completed Activities**. Applicants were required to produce a report that set out: key assessment findings; identified strengths, opportunities, and challenges to increase community completeness; and an implementation plan that includes potential future actions.  1. Describe the specific activities you completed (refer to Table 1 in the *Program and Application Guide*).      1. List potential future actions identified in the implementation plan.      1. How did the completed activities and potential future actions meet the intent of the funding program?   D |
| * + - 1. **Community Goals.** Please describe how the completed activities supported or will be used to inform community goals (specifically, but not exclusively, related to housing, climate action, transportation, and fiscal sustainability), corporate plans (e.g., OCP updates, zoning bylaw updates, housing plans, climate action plans, or transportation plans). |
| * + - 1. **Engagement with First Nations and/or Indigenous Organizations.** Please identify the specific bands, modern Treaty First Nations, and/or Indigenous organizations, as well as the specific traditional territory, reserve, or other First Nation’s land that were impacted by the completed project.     Which First Nations and/or Indigenous organizations participated in the completed activities and what specific role did they play? |
| * + - 1. **Partnerships.** In addition to the questions above, if applicable, identify any internal or external partners that participated in the completed project and the specific role they played. |
| * + - 1. **Additional Information.** Please share any other information regarding your completed project**.** |

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| **SECTION 4: Required Attachments** |
| Please submit the following with the completed Final Report Form:  Copy of the completed Complete Communities report that includes key assessment findings;  identified strengths, opportunities, and challenges to increase community completeness; and an  implementation plan that includes potential future actions.  Detailed financial summary that indicates the total project expenditures, total eligible project expenditures, and actual expenditures from the Complete Communities funding and other sources (if applicable). The financial summary must align with the actual activities outlined in the final report form.  Copies, excerpts, and/or links to all materials that were produced with grant funding.  Photos or media related to the funded project.  Submit the completed Final Report Form and all required attachments as an email attachment to [lgps@ubcm.ca](mailto:lgps@ubcm.ca) and note “2023/24 Complete Communities Final Report” in the subject line. Submit your report as either a Word or PDF file(s). |

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| **SECTION 5: Signature and Certification of Costs.** Please note all report materials will be shared with the Province of BC. | |
| To be signed by the applicant’s 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: |
| Signature:      \*  *\*Original or certified digital signature required* | Date: |