**Asset Management Planning Program**

**2024 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.

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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 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:       4. Total project expenditure:      \* Total grant expenditure:      \*       5. Was this project also funded through FCM’s Municipal Asset Management Program? Refer to Section 3 of the *Program and Application* *Guide* for more information.   Yes  No  *\*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 description of the activities undertaken during the project. |
| * + - 1. **Outcomes and 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. |

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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 of 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\*: | 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)