**Asset Management Planning Program**

**2025 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.   
  
For detailed instructions regarding application requirements, please refer to the *2025* *Asset Management Planning Program and Application Guide.*

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: |
| 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 Summary** |
| 1. **Project Title:** |
| 1. **Project Information.**    1. Project start and end dates: Start:       End:    2. Total final project expenditure:       \* Total AMP grant expenditure:       \*    3. Did you receive other funding for this project from other sources? Refer to Section 3 of the *Program and Application Guide* for more information.     *\* The total final project expenditure and total AMP grant expenditure must match the actual costs in your financial summary (not the original budget).* |
| 1. **Summary of Activities.** Please summarize the specific activities that were undertaken as part of the approved project. 2. Assessing (organizational/corporate capacity assessments, risk assessments, initial inventory, condition and replacement cost assessments). 3. Planning (development of asset management policies, plans, plan components and/or strategies, development of a long-term financial plan). 4. Implementing (asset management training/education, outcome reporting, performance measurement). |
| 1. **Advancement of Asset Management.** Please describe how the project advanced asset management planning or facilitated integration with long-term financial planning. |
| 1. **Alignment with funding stream.** Describe how your project delivered sustainable services by extending and deepening asset management practices within your organization(s), recognizing size, complexity, current status, and individual needs. |
| 1. **Additional Comments.** Please share any additional comments you would like to provide. |

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| **SECTION 3: Required Final Report Materials** |
| The following separate attachments are required to be submitted as part of the final report:  Detailed financial summary that indicates the actual expenditures from Asset Management Planning program and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. *GL reports and vendor receipts may be included but will not be accepted as financial summaries.* Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](https://www.ubcm.ca/sites/default/files/2023-09/LGPS-2023-Budget-Financial%20Summary%20Form-%202023.09.xlsx).  Copy of completed plan or assessment.  Photos and/or media directly related to the funded project.  Links to 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\*:       *\*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)