

# **Final Report Guidelines & Forms**

## Final Report Guidelines

Cover Page (includes name of project, BCRP project number, prepared for '*applicant's name*', prepared by '*consultant's name*', prepared with financial support of "BC Hydro Bridge Coastal Fish and Wildlife Restoration Program")

Executive Summary

Table of Contents

List of Figures (photographs of before, during and after work)

List of Tables

1. Introduction (includes background and statement of need)
2. Goals and Objectives
3. Study Area
4. Methods
5. Results
6. Discussion
7. Recommendations
8. Acknowledgements (include the financial support of BC Hydro Bridge Coastal Fish and Wildlife Restoration Program)
9. References

### Appendices

- I. Financial Statement (Statement of income and expenditures-form attached)
- II. Performance Measures-Actual Outcomes
- III. Confirmation of BCRP Recognition (newspaper clippings, press releases, newsletters, brochures, photographs of signs/plaques, etc.)

---

FORMAT: 8 ½ x 11 inches in size (maps included), 11pt font minimum, and must be reproducible. Hand written reports will not be accepted.

DELIVERABLES: Two electronic copies (.pdf file in CD-ROM format placed in an adhesive CD-ROM folder at the back of the report) and two hard copies.

Project # \_\_\_\_\_

### Financial Statement Form

	BUDGET		ACTUAL	
	BCRP	Other	BCRP	Other
<b>INCOME</b>				
<i>Total Income by Source</i>				
<b>Grand Total Income</b> (BCRP + other)				
<b>EXPENSES</b>				
<b>Project Personnel</b>				
Wages				
Consultant Fees <i>(List others as required)</i>				
<b>Materials &amp; Equipment</b>				
Equipment Rental				
Materials Purchased				
Travel Expenses				
Permits <i>(List others as required)</i>				
<b>Administration</b>				
Office Supplies				
Photocopies & printing				
Postage <i>(List others as required)</i>				
<b>Total Expenses</b>				
<b>Grand Total Expenses</b> (BCRP + other)				
<b>BALANCE</b> (Grand Total Income – Grand Total Expenses)				
	<i>The budget balance should equal \$0</i>		<i>The actual balance might not equal \$0*</i>	

\* Any unspent BCRP financial contribution to be returned to: BC Hydro, BCRP  
 6911 Southpoint Drive (E14)  
 Burnaby, B.C. V3N 4X8  
 ATTENTION: JANICE DOANE

### Performance Measures

Using the performance measures applicable to your project, please indicate the amount of habitat actually restored/enhanced for each of the specified areas (e.g. riparian, tributary, mainstream).

Performance Measures – Target Outcomes										
Project Type	Primary Habitat Benefit Targeted of Project (m <sup>2</sup> )	Primary Target Species	Habitat (m <sup>2</sup> )							
			Estuarine	In-Stream Habitat – Mainstream	In-stream Habitat – Tributary	Riparian	Reservoir Shoreline Complexes	Riverine	Lowland Deciduous	Lowland Coniferous
<b>Impact Mitigation</b>										
Fish passage technologies	Area of habitat made available to target species									
Drawdown zone revegetation/stabilization	Area turned into productive habitat									
Wildlife migration improvement	Area of habitat made available to target species									
Prevention of drowning of nests, nestlings	Area of wetland habitat created outside expected flood level (1:10 year)									
<b>Habitat Conservation</b>										
Habitat conserved – general	Functional habitat conserved/replaced through acquisition and mgmt									
	Functional habitat conserved by other measures (e.g. riprapping)									
Designated rare/special habitat	Rare/special habitat protected									
<b>Maintain or Restore Habitat forming process</b>										
Artificial gravel recruitment	Area of stream habitat improved by gravel plmt.									
Artificial wood debris recruitment	Area of stream habitat improved by LWD plcmt									
Small-scale complexing in existing habitats	Area increase in functional habitat through complexing									
Prescribed burns or other upland habitat enhancement for wildlife	Functional area of habitat improved									
<b>Habitat Development</b>										
New Habitat created	Functional area created									