



Final Report Guidelines & Forms

Final Report Guidelines

Cover Page (Includes name of project, FWCP project number, prepared for '*applicant's name*', prepared by '*consultant's name*', prepared with financial support of "Fish and Wildlife Compensation Program – Coastal Region")

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 Fish and Wildlife Compensation Program)
9. References

Appendices

- I. Financial Statement (Statement of income and expenditures-form attached)
- II. Performance Measures-Actual Outcomes
- III. Confirmation of FWCP 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.

The FWCP is a partnership of:



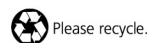
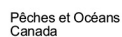
FISH AND WILDLIFE COMPENSATION PROGRAM

Project # _____

Financial Statement Form

	BUDGET		ACTUAL	
	FWCP	Other	FWCP	Other
INCOME				
<i>Total Income by Source</i>				
Grand Total Income (FWCP + other)				
EXPENSES	Note: Expenses must be entered as negative numbers (e.g. – 1000, etc.) in order for the formulas to calculate correctly.			
<i>Project Personnel</i>				
Wages				
Consultant Fees				
(List others as required)				
<i>Materials & Equipment</i>				
Equipment Rental				
Materials Purchased				
Travel Expenses				
Permits				
(List others as required)				

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FISH AND WILDLIFE COMPENSATION PROGRAM

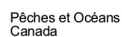
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Administration			
Office Supplies			
Photocopies & printing			
Postage			
(List others as required)			
Total Expenses			
Grand Total Expenses (FWCP + other)			
BALANCE (Grand Total Income – Grand Total Expenses)	The budget balance should equal \$0	<i>The actual balance might not equal \$0*</i>	

*** Any unspent FWCP Coastal financial contributions are to be returned to:**

FWCP
6911 Southpoint Drive (E11)
Burnaby, BC V3N 4X8
ATTENTION: SCOTT ALLEN

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Project # _____

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 ²)	Primary Target Species	Habitat (m ²)							
			Estuarine	In-Stream Habitat – Mainstream	In-stream Habitat – Tributary	Riparian	Reservoir Shoreline Complexes	Riverine	Lowland Deciduous	Lowland Coniferous
Impact Mitigation										
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)									
Habitat Conservation										
Habitat conserved – general	Functional habitat conserved/replaced through acquisition and management									

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	Functional habitat conserved by other measures (e.g. riprapping)																		
Designated rare/special habitat	Rare/special habitat protected																		
Maintain or Restore Habitat forming process																			
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																		
Habitat Development																			
New Habitat created	Functional area created																		

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