**HOA Wildfire Mitigation Grant Final Report Summary**

Upon staff review of this final report, and receipt submission, the pre-approved percentage of the total project cost (no greater than actual expended funds) is eligible for reimbursement.

Please email a combined PDF file that contains this form and all reimbursable receipts, and the in-kind contributions form, if applicable, as well as photos taken as a separate file to Makenna Shaw, Assistant to the City Manager, [Makenna.Shaw@castlepinesco.gov](mailto:Makenna.Shaw@castlepinesco.gov) no later than **December 31, 2023 at 11:59 pm.**

**Applicant Information**

|  |  |
| --- | --- |
| HOA Name: | Click or tap here to enter text. |
| Contact Person: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

**Project Summary**

|  |  |
| --- | --- |
| Project summary:  *Please describe the overall project that was completed, including when this project occurred, what was completed, and who completed this project (i.e.: contractors, volunteers, HOA member, etc).* | Click or tap here to enter text. |
| Please describe any changes that were made to the project that were not included in the grant application: | Click or tap here to enter text. |
| Dates of completion:  *Please include all key dates and when they were completed.* | Click or tap here to enter text. |

**Project Photos**

Before Photos:

*Please include photos here, as well as attached as a separate file with this application, at time of submission.*

*  *

During Photos:

*Not required but preferred. If included, please include photos here, as well as attached as a separate file with this application, at time of submission.*

**  **

After Photos:

*Please include photos here, as well as attached as a separate file with this application, at time of submission*

**  **

**Project Funding Summary**

|  |  |
| --- | --- |
| Total project amount expected at time of application submission: | $Click or tap here to enter text. |
| Grant share percentage requested: | Click or tap here to enter text. |
| **Total amount spent on project:**  *Include in-kind contributions* | $Click or tap here to enter text. |
| Amount requested for reimbursement: | $Click or tap here to enter text. |

**Receipt Summary**

Please provide a summary of purchases related to this project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of purchase or payment date** | **Vendor Name** | **Summary of Purchase** | **Cost** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | $Click or tap here to enter text. |
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|  |  | **TOTAL PROJECT COST:** | $Click or tap here to enter text. |

**Authorization**

I confirm that this project was completed in 2023, and all of the above information is true to the best of my knowledge

I certify that I am authorized to submit this final report on behalf of the identified Homeowner Association.

|  |  |
| --- | --- |
| Submitted by | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |