

PURPOSE

The purpose of this Final Report is to identify the results and impact of the completed Project, as well as client satisfaction, related to this Initiative under the Sustainable Canadian Agricultural Partnership (Sustainable CAP). In order to receive the final Initiative Payment under the Sustainable CAP, this final report must be complete. Please note, the specific responses to the questions about service experience will not impact such payment nor any future Applications submitted under Sustainable CAP.

COMPLETING THIS FINAL REPORT FORM:

To complete this Final Report form, please follow the steps below:

1. Download a free version of Adobe Acrobat Reader if you do not already have it installed on your computer. To receive a free version of Adobe Acrobat Reader, click on [Adobe Acrobat Reader](#).
2. Save this Final Report form to your computer **before** you begin filling it out.
 - File > Save As > [give the file a name - SCAP-ATIECS-#####] > Save
 - Do **not** fill out this Final Report form in your internet browser window.
3. Open the file from your computer.
4. Make sure the file is opened in Adobe Acrobat Reader.
 - You can work on completing this Final Report Form at any time. Remember to save your file along the way.
 - Complete required fields marked with an asterisk (*)
 - Once the Final Report form is complete, save the file.
5. Review your answers and attach the completed Final Report with your claim submission in the AAC Portal.

SECTION A: PROJECT DETAILS

Legal Name of Business/Organization as
set out in the Approval Letter *

Project Number *

Enter the last 6 digits (numbers)
of your Project number
(i.e., SCAP-ATIECS-000001)

1. How many jobs did/will you create as a result of this Project?

	# of jobs created at Project completion	# of jobs anticipated to be created within two years
Full-Time ¹		
N/A	Part-Time ²	
	Temporary ³	

¹ Full-time job excludes all temporary jobs but includes jobs for which employees work 30 hours or more per week.

² Part-time job excludes all temporary jobs but includes jobs for which employees work less than 30 hours per week.

³ Temporary job has a predetermined end date or will end as soon as a specified project is completed or a fixed term contract ends. These include seasonal, temporary, term, or contract work including work done through temporary help agency, casual job, and other temporary work.

2. Describe the impact of the completed Project on your operation.

SECTION B: PROJECT ACTIVITIES COMPLETED

3. What activities did you complete for this Project? (select all that apply and complete ALL fields):*

A. Purchase and installation of equipment, parts, components and/or technology that improve energy efficiency

Baseline energy type before project completed (electricity, propane, natural gas, etc.)	
Baseline energy consumption before project completed (estimated quantity for one year without proposed technology)	kWh
New energy type after project completed (if different from baseline)	
Energy consumption after project completed (estimated quantity for one year following project implementation)	kWh
Estimated annual reduction in fossil fuel energy consumption after project implemented	kWh

B. Facility energy efficiency improvements (e.g. lighting, ventilation, heating and refrigeration, cooling and water heating upgrades, installation of energy monitoring controls)

Baseline energy type before project completed
(electricity, propane, natural gas, etc.)

Baseline energy consumption before project completed (estimated quantity for one year without proposed technology) kWh

New energy type after project completed (if different from baseline)

Energy consumption after project completed
(estimated quantity for one year following project implementation) kWh

Estimated annual reduction in fossil fuel energy consumption after project implemented kWh

C. Purchase or modification of water use equipment and technology that improve energy efficiency (e.g. equipment to heat water for processing or cleaning, equipment to recover and reuse waste heat from processing water)

Baseline energy type before project completed
(electricity, propane, natural gas, etc.)

Baseline energy consumption before project completed (estimated quantity for one year without proposed technology) kWh

New energy type after project completed (if different from baseline)

Energy consumption after project completed
(estimated quantity for one year following project implementation) kWh

Estimated annual reduction in fossil fuel energy consumption after project implemented kWh

D. One-Time Costs for third-party expertise/services required for the Project including engineering services, staff training, and management of the Project.

How much, in total, did you spend on one-time costs for this Project?

SECTION C: ADDITIONAL INFORMATION

4. To what extent did the availability of funding assistance influence your decision to undertake this Project?

5. Please estimate the annual operational cost savings (%) resulting from implementation of this Project.

- | | | | |
|-----------|-----------|----------------|-----------|
| 0 - 5 % | 5 - 10 % | 10 - 15 % | 15 - 20 % |
| 20 - 30 % | 30 - 50 % | more than 50 % | |

SECTION D: SERVICE EXPERIENCE

6. Indicate the extent to which you agree or disagree with the following statements:

	Disagree	Neither Agree nor Disagree	Agree
a. I was satisfied with the Initiative timing (e.g., seasonality, intake of applications, length of Initiative).			
b. The availability of funding assistance influenced my decision to undertake this Project.			
c. It was easy to find information about this Initiative on the website.			
d. The Guidelines were clear and easy to understand.			
e. I was able to complete the Application Form in a reasonable amount of time.			
f. The length of time for the Application Form to be approved was reasonable.			
g. The Claims portal was easy to use.			
h. The time to receive Initiative payments was reasonable.			
i. The submission instructions for this Final Report are clear and easy to understand.			
j. AAC staff were knowledgeable.			

Any additional comments about processes, forms, materials or timing:

7. Indicate the extent to which you agree or disagree with the following statements:

	Disagree	Neither Agree nor Disagree	Agree
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a. I was able to reach appropriate AAC staff without difficulty in a timely manner.

b. I received consistent information from AAC staff.

c. AAC staff were courteous.

Any additional comments:

8. Did you encounter any barriers to completing this Project? (select all that apply)

Priority change (e.g., changes to business priorities impacted the project)

Financial constraints (e.g., lack of funds or cost increases)

Labour supply (e.g., worker shortage/ insufficient labour to complete project, lack of skilled workers available, wages)

Vendor/Supplier issues (e.g., supply chain shortages, vendor scheduling conflicts, challenges finding a vendor)

Technical difficulties (e.g., digital literacy, internet access, etc.)

Uncontrollable circumstances (e.g., weather, etc.)

9. Provide any other comments you would like to share about your experience related to Sustainable CAP cost-share funding.

SECTION E: ATTESTATION

I, the undersigned, attest and certify the following:

I am:

- The Recipient; or
- A duly authorized agent of the Recipient with the full and unqualified legal authority to bind the Recipient

That:

1. The Project has been completed as described in the Approval Letter;
2. The Recipient is in compliance with all of the terms and conditions of the Initiative for the Project and the Project has been carried out in accordance with all Requirements of Law;
3. The Recipient has submitted all eligible Claims, and no further Claims will be submitted for the Project;
4. All information provided is, to the best of the Recipient's knowledge, belief and understanding, true and correct in all material aspects.

Name of Recipient or
Authorized Agent of the Recipient:*

Title*

E-mail*

Date (MM/DD/YYYY)*

Review your answers and attach the completed Final Report with your claim submission in the [AAC Portal](#).



**Sustainable Canadian
Agricultural Partnership**

