**Community Emergency Preparedness Fund**

**Evacuation Route Planning**

**2018 FINAL REPORT FORM**

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding final report requirements, please refer to the 2018 *Evacuation Route Planning Program and Application Guide*.

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| **SECTION 1: Applicant Information** |  **AP**  (for administrative use only) |
| **Name of Local Authority or Treaty First Nation**:       | **Final Report Date**:       |
| **Contact Person**\*:       | **Position**:       |
| **Phone**:       | **E-mail**:       |

\* Contact person must be an authorized representative of the applicant.

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| **SECTION 2: Project Information** |
| 1. **Name of Project:**

Project start and end dates: Start:       End:      Total project expenditure:       Total grant request:      *Please provide the project’s final expenditures and the final grant request (not original request)* |
| 1. **Summary of Activities.** Provide specific details about all activities undertaken. Please list all reports, plans, maps, etc. that were produced as part of this project.

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| 1. **Emergency Plan.** Describe how the project specifically supported recommendations or requirements in the local Emergency Plan.

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| 1. **Existing Challenges.** Describe how the project identified and addressed existing challenges to successful evacuations in the event of emergencies.

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| 1. **Large Scale ESS Planning.** Describe the extent to which the project considered large-scale emergency support services scenarios.

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| 1. **Transferability**. Describe the extent to which the project produced transferable resources, and how they will be made available to other local governments and/or First Nations.

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| 1. **Evaluation.** Describe how the project was evaluated and include any reports that were generated.

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| 1. **Additional Information.** Please share any additional comments you would like to provide.

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| **SECTION 3: REQUIRED FINAL REPORT MATERIALS** |
| Only complete final reports will be reviewed and outstanding final reporting may impact ability to apply for future UBCM grants. The following separate attachments are required to be submitted as part of the final report:[ ]  Completed Final Report Form[ ]  Financial summary - *GL reports are not accepted, financial summary must identify all expenditures, Excel files are preferred*[ ]  Copies of Evacuation Plans, maps, amendments to local plans, policies or bylaws, and any other materials that were produced as a result of this grant[ ]  Optional: photos and media directly related to this project*\* Files larger than 20 Mb should be zipped and/or submitted via DropBox or UBCM’s file transfer service. Please contact* *cepf@ubcm.ca* *to request login credentials.* |

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| **SECTION 6: CERTIFICATION OF COSTS** (to be signed by the Chief Financial Officer) |
| 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 eligible portions of all other grant contributions for the project have been declared. |
| Name:       CFO/Equivalent | Title:       |
| Signature:      *An electronic or original signature is required.* | Date:       |

All final reports (from local governments and Treaty First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca Mail: 525 Government Street, Victoria, BC, V8V 0A8