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| For administrative use only |

**Community Emergency Preparedness Fund**

**Structural Flood Mitigation Projects**

Phone: 250 387-4470 E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

**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 Structural Flood Mitigation Program & Application Guide.*

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| **SECTION 1: APPLICANT INFORMATION** |  |
| **Applicant**: | **Final Report Submission Date**: |
| **Contact Person**\*: | **Title**: |
| **Phone**: | **E-mail**: |

\* Contact person must be an authorized representative of the applying local government or Treaty First Nation

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| **SECTION 2: PROJECT INFORMATION** |
| 1. Project Name:   Project Completion Date: |

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| |  |  | | --- | --- | | **SECTION 3: ACTUAL PROJECT COST & ELIGIBLE GRANT** | | | 1. Total Project Cost: $       Total Grant Request: $ | | | 1. Did you receive funding for this project from other sources (i.e. NDMP, CEPF, EMBC Disaster Mitigation Branch, or other)? | | |  | | |
| **SECTION 4: COMPLETED ACTIVITIES AND OUTCOMES** |
| 1. **SUMMARY OF ACTIVITIES.** Summarize the key activities undertaken as part of this project, the steps taken to complete it, and the area involved (location, size, population, land use, etc.).      1. Describe any implementation issues that occurred in the process of this project, and describe how they were overcome. 2. What economic and social consequences were mitigated as a result of the completion of this project? |
| 1. **ENGAGEMENT & COLLABORATION.** Describe how the proposed project contributed to a comprehensive, cooperative and regional approach to flood mitigation.      1. List stakeholders / partnerships that participated in the project, including the specific role each played and their level of involvement in the project. |
| 1. **ASSET MANAGEMENT.** Describe the asset management practices that have been implemented to support the project’s sustainability and lifecycle costs. |
| 1. **PROJECT OUTCOMES.** Describe to what extent the project prevented, eliminated or reduced the impacts of flood hazards.      1. Describe how the project considered and mitigated the impacts of climate change, and/or incorporated uncertain future hydrologic conditions due to climate change in the project design.      1. Describe how the project will reduce disaster-related financial liabilities and what the expected return on investment for this project is.      1. Describe how the project aligned with other non-structural mitigation work in meeting the Provincial Flood Hazard Area Land Use Management Guidelines, such as amendments to local plans, policies or bylaws. |

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| **SECTION 5: REQUIRED FINAL REPORT MATERIALS** |
| Only complete final reports will be reviewed, and outstanding final reporting may impact your 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 sufficient, summary should reflect approved budget*  Full size PDF maps of any maps created as part of this project  Spatial data and metadata for all maps identified above. LiDAR and orthoimagery products must meet the [Specifications for LiDAR for the Province of BC](https://www2.gov.bc.ca/assets/gov/data/geographic/digital-imagery/geobc_lidar_specifications.pdf)  Optional: photos and media directly related to this project  *\* Files larger than 20Mb should be zipped and/or submitted via DropBox.* |

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| **SECTION 6: CERTIFICATION OF COSTS** (to be signed by 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: | Title: |
| Signature:  *An electronic or original signature is required.* | Date: |

Grant recipients are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. The Community Emergency Preparedness Fund Working Group reserves the right to audit these records.

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)  Mail: 525 Government Street, Victoria, BC, V8V 0A8