**Community Emergency Preparedness Fund**

**Emergency Operations Centres & Training**

**2019 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 *2019* *Emergency Operations Centres & Training Program and Application Guide*.

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

\* Contact person must be an authorized representative of the applicant local authority or Treaty First Nation.

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| **SECTION 2: FOR REGIONAL PROJECTS ONLY** |
| Name of Partnering Local Authorities.  For regional projects, please list all of the partnering local governments and/or Treaty First Nations included  in this project. |

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| **SECTION 3: PROJECT INFORMATION** |
| 1. **PROJECT INFORMATION.**   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 courses delivered and/or attended, and provide the number of local and guest participants that completed training. |
| 1. **EMERGENCY PLAN** Describe how the project specifically supported recommendations or requirements in the local Emergency Plan. |
| 1. **GRoup lodging.**  Describe how the project addressed group lodging scenarios. |
| 1. **TRANSFERABILITY.**  Describe to what extent the project produced transferable resources and supplies, and how they will be made available to other local governments and First Nations. |
| 1. **PaRTNERSHIPS.** Identify the other authorities you collaborated with on this project, and how you  worked together.     Describe how a collaborative approach leveraged efficiencies, and was (and/or will continue to be) cost effective. |
| 1. **CAPACITY BUILDING.** Outline how the project increased your emergency response capacity in your community, and other communities if applicable. |
| 1. **EVALUATION.** Describe how the project was evaluated and include any reports that were generated. |
| 1. **ADDITIONAL COMMENTS.** Please share any additional comments you would like to provide. |

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| **SECTION 4: 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 as per approved budget, Excel files are preferred.*  Copies of any training or capacity building materials that were developed as a result of this grant  Copies of any evaluation reports drafted 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*](mailto:cepf@ubcm.ca) *to request login credentials.* | |
| **SECTION 5: 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](mailto:swpi@ubcm.ca) Mail: 525 Government Street, Victoria, BC, V8V 0A8