**Community Emergency Preparedness Fund**

**Flood Risk Assessment, Flood Mapping &  
Flood Mitigation Planning**

**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 Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning Program & Application Guide.*

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

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

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| **SECTION 2: Project Information** |
| 1. **Type of Project.**   Flood Risk Assessment  Flood Mapping  Flood Mitigation Planning |
| 1. **Project Information.**   a. Project Name:  b. Project start and end dates: Start:       End:  c. Total project expenditure:      \* Total CEPF grant request:      \*  d. Did you receive other funding for this project from other sources (e.g. NDMP, Gas Tax, CEPF, EMBC, Disaster Mitigation Branch or other)? If yes, please describe the source and the amount of funding received from other sources:  *\*Please ensure the total project cost and total grant request match the information provided in the required financial summary.* |

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| **SECTION 3: Outcomes** |
| 1. **Summary of Activities.**   a. Summarize the activities undertaken as part of this project, and the area involved (location, size, population, land use, etc.).    b. List all documents, maps and data, etc., that were produced as a result of this project, e.g. flood risk assessments, Risk Assessment Information Templates (RAITs) flood maps, Hazard, Impact, Risk and Vulnerability (HIRV) assessments, flood mitigation plans, spatial data, hydraulic modelling, hydrometric and geotechnical data, etc. *Refer to section 4 of the 2019 Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning program guide.*    c. Describe any implementation issues that arose during the project, and the actions taken to mitigate them. |
| 1. **Engagement & Collaboration.** 2. How did the project contribute to a comprehensive, cooperative and regional approach to flood planning?      1. List all stakeholders and partners (e.g. First Nation or Indigenous organizations or other local governments, community organizations, etc.) that participated in the project, including the specific role each played. |
| 1. **Mitigating Impacts of Climate Change.** How will this project mitigate the impacts of climate change? |
| 1. **Social & Economic Impacts of Flood Events.** Describe to what extent the project increased the understanding of social and economic impacts of flooding events. |
| 1. **Project Alignment.** How did this project align with other work by your local authorities or Treaty First Nation in meeting [Provincial Flood Hazard Area Land Use Management Guidelines](http://www.env.gov.bc.ca/wsd/public_safety/flood/pdfs_word/guidelines-2011.pdf), e.g. existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education? |
| 1. **Performance Measures.** Provide a summary of how the project was monitored and the performance measurements used. Did the project meet performance/delivery expectations? |
| 1. **Additional Information.** Please share any other information 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 your ability to apply for future UBCM grants.  The following separate attachments are required to be submitted as part of the final report:  Financial Summary  Copies of the completed Flood Risk Assessment, Flood Maps, Flood Mitigation Plan, and/or any completed assessments  Full size PDF maps of all maps created as part of this project  Spatial data and metadata for all maps identified above  If applicable, LiDAR and orthoimagery data and derivative products acquired/produced with CEPF funding. Note these 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_v40.pdf) and will be provided to the Province with free and clear access and distribution rights.  Optional: photos and media directly related to this project |

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| **SECTION 5: Certification of Costs** (to be signed by Chief Financial Officer or Designate) | |
| 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: |

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