**Community Emergency Preparedness Fund**

**2021 Flood Risk Assessment, Flood Mapping &  
Flood Mitigation Planning**

**2021 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 *2021 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 First Nation: | Final Report Submission Date: |
| Contact Person\*: | Title: |
| Phone: | E-mail: |

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

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| **SECTION 2: Project Summary** |
| 1. **Name of the Project:** |
| 1. **Type of Project.**   Flood Risk Assessment  Flood Mapping  Flood Mitigation Planning |
| 1. **Project Information.**   a. Project start and end dates: Start:       End:  b. Total project expenditure:      \* Total CEPF grant request:      \*  *\*Please ensure the total project cost and total grant request match the information provided in the required financial summary.*  c. 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: |
| 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, Flood Atlas, flood mitigation plans, spatial data, hydraulic modelling, hydrometric and geotechnical data, etc.    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. **Adaptation to Impacts to Climate Change.** How will this project assist with adaptation to 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 authority 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. **Monitoring & Performance Measures.** Describe how the project was monitored and what performance measurements were used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.). |
| 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 *– GL statements are not accepted. Please document all activities and their costs in a manner reflecting the original approved budget*  Copy of the completed technical report which contains 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 the funded Flood Risk Assessment, Flood Map and/or Flood Mitigation Plan  Spatial data and metadata for all maps identified above  If applicable, LiDAR and orthoimagery data and derivative products acquired/produced with CEPF funding 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 provide with free and clear access and distribution rights.  Optional: photos and media directly related to this project  Approved applicants are required to grant the Province of British Columbia free and clear  access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify and distribute, any and all of the spatial data products acquired/produced using CEPF funding. |

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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 revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the projects 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