**Community Emergency Preparedness Fund**

**Structural Flood Mitigation**

**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 Structural Flood Mitigation Program & Application Guide.*

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| **SECTION 1: Applicant Information** | **AP**  *( for administrative use only)* |
| Name of Applicant: | 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. **Project Information.** 2. Project start and end dates: Start:       End: 3. Total project expenditure:      \* Total CEPF grant expenditure:      \* 4. Did you receive other funding for this project from other source (e.g. EMBC, Gas Tax, or other)? If yes, please indicate 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.* |
| 1. **Summary of Project Area.** 2. Summarize the project area (location, size, population, land use, etc.).      1. Describe any approvals, authorizations and/or permits obtained to complete this project.      1. Did the completed project build on other recent projects in your region? If yes, describe. |
| 1. **Summary of Activities.** 2. Summarize the key activities undertaken as part of this project, the steps taken to complete it.      1. Describe any implementation issues that occurred in the process of this project, and describe how they were overcome.      1. Where applicable, describe how your project considered fish-friendly design for flood control structures. |
| 1. **Engagement & Collaboration.** 2. 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 (at a minimum include details on asset ownership and lifecycle, operating and maintenance budgets). |
| 1. **Project Outcomes.** 2. Describe to what extent the project prevented, eliminated or reduced the impacts of flood hazards.      1. Describe how the project will reduce disaster-related financial liabilities (e.g. Disaster Financial Aid (DFA) claims).      1. Describe how the project considered and adapted to the impacts of climate change, including anticipated future hydrologic conditions, due to climate change in the project design. |
| 1. **Mitigation Measures.** Provide a summary of how mitigation policies reduced disaster risk (e.g. work in meeting the [Provincial Flood Hazard Area Land Use Management Guidelines](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/integrated-flood-hazard-mgmt/flood_hazard_area_land_use_guidelines_2017.pdf), floodplain zoning bylaws or land use planning amendments)? |
| 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 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:  Financial summary  Final Technical Report including where applicable, but not limited to: Project details (location, background, scope, funding agency), design analysis and assumptions, construction details, field work considerations, as built drawings, recommendations and operation and maintenance of structural works, regulatory approvals received, etc.  The digital shape files (x, y, z) of the works to facilitate updating of the Provincial data base to include these works  If applicable, full size PDF maps of any maps created as part of this project  If applicable, spatial data and metadata for all maps identified above. 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).  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 6: 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