**Community Emergency Preparedness Fund**

**2021 Evacuation Route Planning**

**Final Report Form**

The Final Report Form is required to be completed by all funded projects. All questions are required to be answered by typing directly in the form. Additional space or pages may be used as required. For detailed instructions regarding final report requirements, please refer to the *2021* *Evacuation Route Planning Program and Application Guide or contact* [*cepf@ubcm.ca*](mailto:cepf@ubcm.ca).

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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\*: | Position: |
| Phone: | E-mail: |

*\* Contact person must be an authorized representative of the applicant (i.e. staff person or elected official).*

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| **SECTION 2: For Regional Projects Only** |
| 1. **Identification of Partnering Applicants.** For regional projects, please list all of the partnering eligible applicants included in this project: |

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| **SECTION 3: Project Summary** |
| 1. **Project Title:** |
| 1. **Project Information.**    1. Project start and end dates: Start:       End:    2. Total final project expenditure: $       \* Total CEPF grant expenditure: $      \*    3. Did you receive other funding for this project from other source (eg. EMBC, National Disaster Mitigation Program, Canada Community-Building Fund or other)? If yes, please indicate the source and the amount of funding received from other sources:     *\*Please ensure the total project expenditure and total eligible grant expenditure match the information provided in the required financial summary.* |
| 1. **Summary of Activities.** Provide specific details about all activities undertaken to develop or update a local evacuation route plan including any exercises that were undertaken to inform or test the plan. Please list all reports, plans, maps, etc., that were produced as part of this project. |
| 1. **Emergency Plan.** Describe how the project specifically supported recommendations or requirements in the local Emergency Plan. |
| 1. **Existing Challenges.** Describe how the project identified and addressed existing challenges to successful evacuations in the event of emergencies. |
| 1. **Large Scale ESS Planning.** Describe the extent to which the project considered large-scale emergency support services scenarios. |
| 1. **Transferability**. Describe the extent to which the project produced transferable resources, and how they will be made available to other local governments and/or First Nations. |
| 1. **Monitoring & Performance Measures.** Describe how the project was monitored and what performance measurements were used (eg. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.). |
| 1. **Additional Information.** 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, signed final report form  Financial summary detailing all completed activities, actual expenditures, the total project cost and actual grant request  Electronic copy of the completed Evacuation Route Plan(s)  Full size PDF maps (of all maps included in the completed plan(s))  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 provided 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 CEFP funding. |

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| **SECTION 5: Certification of Costs (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 project have been declared.  I grant permission for UBCM to use, free of charge, any images that have been submitted with the final report. | |
| Name: | Title: |
| Signature:  *CFO/Designee’s 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