**Community Emergency Preparedness Fund**

**Emergency Support Services**

**2023 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 *2023 Emergency Support Services Program & Application Guide.*

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| **SECTION 1: Applicant Information** | **AP** *(for administrative use only)* |
| Local Government or First Nation Applicant: | Final Report Submission Date: |
| Contact Person\*: | Position: |
| Phone: | Email: |

*\* Contact person must be an authorized representative of the applicant (i.e. staff member 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 applicants included in this project: |

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| **SECTION 3: Project Information** |
| 1. **Project Name:** |
| 1. **Project Information.** 2. Project start and end dates: Start:       End: 3. Total final project expenditure:       \* Total CEPF grant expenditure:       \* 4. Did you receive other funding for this project from other source? If yes, please indicate the source and the amount of funding received from other sources:     *\* The Total final project expenditure and Total CEPF grant expenditure must match the actual costs in your financial summary (not the original budget).* |
| 1. **Summary of Activities.** Provide specific details about all activities undertaken. Please list all training that was offered/attended, and the number of participants that completed training (*activities and courses must also be detailed in your financial summary*). |
| 1. **Emergency Plan.** Describe how the project specifically supported recommendations or requirements identified in the local Emergency Plan. |
| 1. **Modernization of Local ESS Programs.** Describe how the project supported the modernization of the local ESS program. Was the Evacuee Registration & Assistance (ERA) Tool implemented? |
| 1. **Capacity Building.** Describe how the project has increased emergency response capacity (i.e. having the physical resources and skills to respond to emergencies) in your community. |
| 1. **Host Community Capacity.** Describe how the project has increased your emergency response capacity as a host community. |
| 1. **Transferability.** Describe how the project has contributed to the community now being able to provide transferable resources and/or supplies (i.e. ESS volunteers, training resources, cots, blankets, etc.) to other local governments and First Nations. |
| 1. **Partnerships.** 2. In addition to regional partners identified in Section 2 above,list any additional partners (i.e. community groups, industry, etc.) that you collaborated with on the project, and outline the specific roles each played.      1. Describe how a collaborative approach leveraged efficiencies and made the project more cost effective. |
| 1. **Evaluation.** Describe how the project was evaluated. Were performance measures and/or benchmarks used to measure outcomes (i.e. number of training events, recruitments, external evaluators, etc.)? Please include any reports that were generated. |
| 1. **Additional Comments.** Please provide any additional comments or information you would like to share about this project. |

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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:  Financial summary detailing all expenditures. *GL reports and vendor receipts may be included, but will not be accepted as financial summaries.*  Copies of any training or capacity building materials that were produced with grant funding.  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 revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the project have been declared. | |
| Name: | Title  *(CFO or designate)* |
| Signature:  *Please sign and scan this document or provide a certified digital signature.* | 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