**Community Emergency Preparedness Fund**

**Disaster Risk Reduction – Climate Adaptation**

**2022/23 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 2022/23 *Disaster Risk Reduction – Climate Adaptation Program and Application Guide*.

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

\* *Contact persons must be authorized representatives 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 that were included in this project. |

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| **SECTION 3: PROJECT SUMMARY** |
| 1. **Project Information** 2. Project Name. 3. Start and end dates. Start:       End: |
| 1. **Total Final Project Cost(s) & Total Final Grant Request(s):** 2. Total actual final project **cost** (for all categories): $0.00 \*   Category 1: $0.00  Category 2: $0.00  Category 3: $0.00   1. Total actual **eligible** **grant** **expenditure** (provide breakdown below): $0.00 \*   Category 1: $0.00  Category 2: $0.00  Category 3: $0.00   1. Have you applied for or received funding for this project from other sources (e.g., Adaptation, Resilience Disaster Mitigation Program - Green Infrastructure, Natural Infrastructure Fund – Small Projects)? If yes, please provide details below.     *\* The total final project cost and total eligible grant expenditure must match the actual costs in your financial summary (not your approved budget). The category grant expenditures cannot exceed the approved category grant budget(s).* |

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| **SECTION 4: CATEGORY 1 FOUNDATIONAL ACTIVITIES - DETAILED PROJECT INFORMATION**  *Only complete this section if you completed a project under Category 1: Foundational Activities (risk mapping, risk assessments, planning).* |
| 1. **Summary of Activities.**   Please describe the specific activities that were completed as part of the project.  *Activities must align with the required financial statement.* |
| 1. **Engagement & Collaboration**    * + - 1. In addition to Section 2 (if applicable), describe how the project contributed to a comprehensive, cooperative, and regional approach to disaster risk reduction-climate adaptation.      * + - * 1. Describe how the project included engagement with First Nations and provide evidence of engagement that took place (e.g., collaborative planning tables; incorporating First Nation values and perspectives in activities; existing outreach, plans, engagement reports or processes).      * + - * 1. Describe how the project included engagement with local governments and other impacted and affected parties (e.g., equity-denied populations, critical infrastructure owners).      * + - * 1. How were diverse populations, including equity-denied populations, involved or benefitted from this project (e.g., engagement considered non-English speaking populations, DRR-CA measures benefitted equity-denied populations, opportunities for youth employment, etc.)? |
| 1. **Deliverables and Outcomes** 2. What specific deliverables resulted from this project?      1. Describe how the project considered climate change in the project methodology and adapted to the impacts of climate change through the final deliverables.      1. How did the project lead to increased understanding of the social, cultural, and/or environmental impacts of natural hazards and/or climate-related risks?      1. Did the project identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.)?      1. If applicable, how did this project address and/or inform amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness /education? |
| 1. **Monitoring and 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.). |

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| **SECTION 5: CATEGORY 2 NON-STRUCTURAL ACTIVITIES - DETAILED PROJECT INFORMATION**  *Only complete this section if you completed a project under Category 2: Non-Structural Activities (land use planning, community education, purchase of eligible equipment).* |
| 1. **Summary of Activities.** Please describe the specific activities that were completed as part of the project.     *Activities must align with the required financial statement.* |
| 1. **Engagement and Collaboration**    * + - 1. In addition to Section 2 (if applicable), describe how the project contributed to a comprehensive, cooperative, and regional approach to disaster risk reduction-climate adaptation.      * + - * 1. Describe how the project included engagement with First Nations and provide evidence of engagement that took place (e.g., project review meetings; incorporated First Nation values and perspectives in activities).      * + - * 1. Describe how the project included engagement with local governments and other impacted and affected parties (e.g., equity-denied populations, critical infrastructure owners).      * + - * 1. How were diverse populations, including equity-denied populations, involved and/or how did they benefit from this project (e.g., engagement with non-English speaking populations, DRR-CA measures benefitting equity-denied populations, etc.)? |
| 1. **Deliverables and Outcomes** 2. What specific deliverables resulted from this project?      1. Describe how the project considered climate change in the project methodology and adapted to the impacts of climate change through the final deliverables.      1. How did the project provide increased understanding of the social, cultural, and/or environmental impacts of natural hazards and/or climate-related risks?      1. Did the project identify or achieve co-benefits (e.g., assessed multiple hazards, protected valuable cultural assets, reduced greenhouse gas emissions, improved community health and wellbeing, enhanced biodiversity, etc.)?      1. If applicable, how did this project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education? |
| 1. **Monitoring and 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.). |

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| **SECTION 6: CATEGORY 3 SMALL SCALE STRUCTURAL ACTIVITIES – DETAILED PROJECT INFORMATION**  *Only complete this section if you completed a project under Category 3: Small-Scale Structural Activities.* |
| 1. **Project Area.** 2. Describe the project area(s) (location, size, total number of people who benefitted from this project, land use, etc.).      1. Did the completed project(s) build on other recent projects in your region? If yes, please describe.      1. Were there previous emergency response costs that this project was designed to mitigate? |
| 1. **Summary of Activities.**     * + - 1. Please describe the specific activities that were undertaken as part of the completed project. Include key activities and steps that were undertaken to complete the project.     *Activities must align with the required financial statement.*   * + - * 1. Describe how the project considered climate change in the project methodology (e.g., design life) and adapted to the impacts of climate change through the final deliverables.      * + - * 1. Did the project identify or achieve co-benefits (e.g., assessed multiple hazards, protected valuable cultural assets, reduced greenhouse gas emissions, improved community health and wellbeing, enhanced biodiversity, etc.)?      * + - * 1. Were all required permits and regulatory approvals obtained, if not obtained prior to project application?      * + - * 1. How did you ensure the project was completed to provincial and federal standards?      * + - * 1. List any challenges that arose during project, and explain what mitigation measures were taken to address them (e.g., staff capacity, procurement, severe weather, permitting (DMA, WSA, DFO), in-stream works fishery window, Land Right of Way requirements, etc.).      * + - * 1. How was the project designed and completed to ensure that project risk was not increased, or transferred, to any parties or to the environment (e.g., transfer of flood risk downstream, destruction of fish habitat, introduction of pollutants to the environment, etc.)? |
| 1. **Engagement and Collaboration**    * + - 1. In addition to Section 2 (if applicable), describe how the project contributed to a comprehensive, cooperative, and regional approach to disaster risk reduction-climate adaptation.      * + - * 1. Describe how the project included engagement with First Nations and provide evidence of engagement that took place (e.g., project review meetings; incorporated First Nation values and perspectives in activities).      * + - * 1. Describe how the completed project included engagement with local governments and with other impacted and affected parties (e.g., equity-denied populations, critical infrastructure owners). |
| 1. **Asset Management.** Project sustainability and lifecycle costing are important considerations for structural mitigation projects. Many organizations have implemented asset management practices consistent with [Asset Management for Sustainable Service Delivery: A BC Framework](https://www.assetmanagementbc.ca/wp-content/uploads/Asset-Management-for-Sustainable-Service-Delivery-A-BC-Framework-.pdf).   Please describe the asset management / lifecycle maintenance considerations that have been put in place for the lifetime of this project (please include details on ownership, lifetime, operation and maintenance, and budgets). |
| 1. **Project Outcomes.** For each of the following, please describe the extent to which the completed projects have: 2. Prevented, eliminated, or reduced the impacts of hazards through the construction of disaster risk reduction-climate adaptation works.      1. Reduced disaster-related financial liabilities (e.g., history or likelihood of future Disaster Financial Assistance (DFA) claims). |
| 1. **Disaster Risk Reduction – Climate Adaptation Measures.** In the area of the project, were policies implemented that reduce disaster risk, or will be implemented as a result of this project (e.g., floodplain zoning bylaws or land use planning updates)? |
| 1. **Monitoring and 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.). |

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| **SECTION 7: REQUIRED FINAL REPORT MATERIALS** |
| The following separate attachments are required to be submitted as part of the final report:  Completed Final Report Form with all required attachments.  Detailed financial summary for each category completed that indicates the actual expenditures from the Community Emergency Preparedness Fund and other funding sources (if applicable). The financial statement must align with the actual activities outlined in the Final Report Form.  Copy of Final Technical Reports (i.e., consultant’s reports) and, where applicable, the following:  Completed Risk Maps, Risk Assessments, and DRR-CA Plans;  Evidence of Non-Structural activities undertaken (e.g. bylaws, photos of non-structural community engagement activities, training materials);  Evidence of a completed Small-Scale Structural project including project details (location, background, scope, funding agency), design analyses and assumptions, construction details, field work considerations, as-built drawings, recommendations on operation and maintenance of structural works, regulatory approvals received, etc.;  High resolution photos of completed Small-Scale Structural projects.  Full size PDF copies of all maps created as result of the project.  Spatial data and metadata for all maps identified above. LiDAR and orthoimagery products data and derivative products acquired/produced with Community Emergency Preparedness Fund funding must meet Specifications for Airborne LiDAR for the Province of British Columbia.  Photos and/or media directly related to the funded project(s). |

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| **SECTION 8: 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 refundable taxes 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:  *A certified digital or original signature is required* | Date: |

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

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (604) 270-8226 ext. 220.