**Community Emergency Preparedness Fund**

**Public Notification and Evacuation Route Planning**

**2023 Final Report Form**

Please complete and return the final report form and all required attachments **within 30 days of project completion**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca.

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

*\* 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 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? 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 to develop or update a public notification and/or evacuation route plan(s) including any exercises that were undertaken to inform or test the plan(s). Please list all reports, plans, maps, etc., that were produced as part of this project. |
| 1. **Evidence and Rationale.** What was the rationale and evidence for undertaking this project? This may have included evidence of local hazards (e.g., as identified in the local Emergency Plan); threat levels (e.g., as identified in Hazard, Risk, and Vulnerability Analysis, Community Wildfire Resiliency Plan, and/or flood risk assessments); and/or previous emergencies (e.g., evacuations that were ordered, notifications were issued). |
| 1. **Alignment with Recommended Content.** Refer to Table 1 in the *Program and Application Guide* and describe the extent to which the content identified in the guide was included in the completed project. |
| 1. Engagement and Collaboration.    * + - 1. In addition to Section 2 (if applicable), describe how the completed project included engagement with First Nations (e.g., collaborative planning tables; incorporating First Nation values and perspectives in completed activities; development of outreach, plans, engagement reports, or processes; including First Nation engagement costs in the financial summary).      * + - * 1. Describe how the completed project included engagement with neighbouring jurisdictions, and other impacted or affected parties as appropriate to the project. |
| 1. **Climate Change.** Describe how the completed project considered climate change in the project methodology and included the impacts of climate change in the Evacuation Route and/or Public Notification plan(s). |
| 1. **Large Scale ESS Planning.** Describe the extent to which the project considered large-scale Emergency Support Services scenarios. |
| 1. **Emergency Plan.** Describe how the project specifically supported recommendations or requirements in the local Emergency Plan. |
| 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. **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 Public Notification and/or 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 CEPF 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\*:  *\*A certified digital or original signature is required.* | Date: |

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

Email: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)