**Community Emergency Preparedness Fund**

**Public Notification and Evacuation Route Planning**

**2025 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.

For detailed instructions regarding application requirements, please refer to the *2025* *Public Notification and Evacuation Route Planning Program and Application Guide.*

If you have any questions, contact [cepf@ubcm.ca](mailto:mailto:%20cepf@ubcm.ca) or 604-270-8226 extension 220.

|  |  |
| --- | --- |
| **SECTION 1: Applicant Information** | **LGPS-** *(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).*

|  |
| --- |
| **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. |

|  |
| --- |
| **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.** 2. Please summarize the activities undertaken to develop or update a Public Notification and/or Evacuation Route Plan(s).      1. Please list any exercises that were undertaken to inform or test the plan(s).      1. 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 with First Nations and/or Indigenous Organizations.** Which specific bands, Treaty First Nations, and/or Indigenous organizations (please include the specific traditional territory, reserve, or other First Nation’s land) participated in the project activities, and what specific roles did they play? |
| 1. **Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions and other impacted or affected parties (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network, etc.) that participated in the project, and the specific role they played. |
| 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. **Comprehensive, cooperative, regional approach and benefits.** Describe how your project contributed to a comprehensive, cooperative, and regional approach to Public Notification and/or Evacuation Route Planning. What regional benefits resulted from this project? |
| 1. **Additional Information.** Please share any additional comments you would like to provide. |

|  |
| --- |
| **SECTION 4: Required Final Report Materials** |
| The following separate attachments are required to be submitted as part of the Final Report:  Detailed financial summary that indicates the actual expenditures from CEPF and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. *GL reports and vendor receipts may be included but will not be accepted as financial summaries.* Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](https://www.ubcm.ca/sites/default/files/2023-09/LGPS-2023-Budget-Financial%20Summary%20Form-%202023.09.xlsx);  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 and as outlined in Appendix 2 of the [*Program and Application Guide*](https://www.ubcm.ca/sites/default/files/2024-08/LGPS_CEPF_PNERP_2025%20ProgGuide_2024_08_0.pdf). 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/specifications_for_airborne_lidar_for_the_province_of_british_columbia_53.pdf);  Photos of funded activities and/or completed projects;  Links to media related to the funded 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. |

|  |  |
| --- | --- |
| **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)