**Community Emergency Preparedness Fund**

**Emergency Support Services Equipment and Training**

**November 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 final report requirements, please refer to the November 2025 Emergency Support Services Equipment and Training Program and Application Guide.

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

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| **SECTION 1: Applicant Information** | File Number\*: LGPS- |
| First Nation or Local Government Applicant: | Final Report Submission Date: |
| Contact Person\*\*: | Position: |
| Phone: | Email: |

*\*Refer to the LGPS Online Application Form submission confirmation 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 Sub-Applicants.** For regional projects, please list all of the sub-applicants included in this project. |

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| **SECTION 3: Project Summary** |
| 1. **Project Title:** |
| 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 sources? If yes, please indicate the sources 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.* |
| 1. **Summary of Activities.** Provide specific details about all completed activities.    1. Purchase of essential equipment and supplies, including installation of and training for eligible equipment.      * 1. Training. Where possible, please list specific courses and indicate who received training.      * 1. Exercises, including tabletop exercises and mock ESS activations.      * 1. Volunteer recruitment and retention activities. |
| 1. **Alignment with funding stream.** 2. Describe how the completed activities aligned with the intent of the funding stream (built local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of essential ESS equipment).      1. If applicable, describe how did the completed activities supported the modernization of the local ESS program. How was the Evacuee Registration and Assistance (ERA) Tool implemented?      1. If applicable, describe how the completed project increased emergency response capacity as a host community. |
| 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 Nations’ 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/or affected parties (e.g., equity-denied populations, pet-care organizations, organizations involved in a web of support network) that participated in the project, and the specific role they played. |
| 1. **Comprehensive, cooperative, regional approach and benefits.** Describe how the completed project contributed to a comprehensive, cooperative, and regional approach to ESS.   What regional benefits resulted from this project? |
| 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** |
| The following separate attachments are required to be submitted as part of the Final Report:  Detailed financial summary that indicates the actual expenditures from the Community Emergency Preparedness Fund 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).  Examples of any materials that were produced with grant funding.  Photos of funded activities and/or completed projects.  Links to media related to the funded 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 refundable 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: |
| 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)