**Community Emergency Preparedness Fund**

**Disaster Risk Reduction – Climate Adaptation**

**2024/25 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 *2024/25* *Disaster Risk Reduction – Climate Adaptation 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** | **LGPS**\_\_\_\_\_\_\_\_\_\_*(for administrative use only)* |
| First Nation or Local Government Applicant: | Final Report Submission Date: |
| Primary 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 all regional projects, please list all the partnering eligible applicants included in the completed project. |

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| **SECTION 3: PROJECT SUMMARY** |
| 1. **Project Information**    1. Project Title:    2. Start and end dates. Start:       End: |
| 1. **Total Project Cost and Grant Request** 2. Total project cost\* (provide breakdown below): $0.00   Category 1: $0.00  Category 2: $0.00  Category 3: $0.00   1. Total grant request\* (provide breakdown below): $0.00   Category 1: $0.00  Category 2: $0.00  Category 3: $0.00  *\* The total final project expenditure and total CEPF grant expenditure must match  the actual costs in your financial summary (not the approved budget totals). The Category grant request(s) cannot exceed the approved Category grant budget(s).*   1. Did you receive funding for this project from other sources (e.g., Adaptation, Resilience, and Disaster Mitigation Program - Green Infrastructure, Natural Infrastructure Fund – Small Projects)? If yes, please indicate the source and the amount of funding received. |

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| **SECTION 4: DETAILED PROJECT INFORMATION**  *This section is required to be completed for all reports and must provide information for each completed project (in any of the Categories). Additional space or pages may be submitted as required or if necessary to distinguish between projects in different Categories.* |
| 1. **Alignment with Intent of DRR-CA funding.** 2. Describe how the completed project(s) considered climate change in the project methodology and adapted to the impacts of climate change through the final deliverables.      1. How did the completed project(s) lead to increased understanding of the social, cultural, and/or environmental impacts of natural hazards and/or climate-related risks?      1. Did the completed project(s) 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)? |
| 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?     *If applicable, please submit evidence of support for the completed activities from First Nations and/or Indigenous organizations identified above. This could be in the form of a letter, email, or other correspondence.* |
| 1. **Comprehensive and Cooperative Approach.**    * + - 1. Which partners (e.g., local governments, equity organizations, agricultural sector, critical infrastructure owners) participated in the completed project and what specific role did they play?      * + - * 1. How does the completed project contribute to a comprehensive, cooperative, and regional approach to disaster risk reduction-climate adaptation?      * + - * 1. Describe how diverse populations, including equity-denied populations, were involved in, or benefited from this project.     *If applicable, please submit evidence of support for the completed activities from partners identified above. This could be in the form of a letter, email, or other correspondence.* |

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| **SECTION 5: CATEGORY 1 – DETAILED PROJECT INFORMATION**  *Only complete this section if you completed a project under Category 1: Foundational Activities.* |
| 1. **Completed Category 1 Activities.** What specific activities were completed? |
| 1. **Deliverables and Outcomes.** 2. What specific deliverables resulted from the completed project?      1. Did the completed project address and/or inform existing or future amendments to local plans, policies, building codes, floodplain zoning bylaws, and/or public awareness/education, or serve as foundational activities for future structural projects? |

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| **SECTION 6: CATEGORY 2 – DETAILED PROJECT INFORMATION**  *Only complete this section if you completed a project under Category 2: Non-Structural Projects* |
| 1. **Completed Category 2 Activities.** What specific activities were completed? |
| 1. **Deliverables and Outcomes.** 2. What specific deliverables resulted from the completed project?      1. Did the completed 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 completed project was monitored and what performance measurements were used (e.g., work progress reports, timeline review, resource planning, procurement plan and roll out). |

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| **SECTION 7: CATEGORY 3 – DETAILED PROJECT INFORMATION**  *Only complete this section if you completed a project under Category 3: Small-Scale Structural Projects.* |
| 1. **Completed Category 3 Activities.**     * + - 1. What specific activities were completed?      * + - * 1. Were all required approvals, authorizations, and permits received for the completed project?      * + - * 1. Describe how the project was completed to provincial and federal standards.      * + - * 1. How was the project developed and constructed 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)? |
| 1. **Asset Management.** Outline any ongoing asset management/lifecycle maintenance considerations for the completed project, and how these will be addressed as part of your organization’s asset management framework (at a minimum please include details on ownership, lifetime, operation and maintenance, and budgets). |
| 1. **Outcomes.** For each of the following, please describe the extent to which the completed project: 2. Prevented, eliminated, or reduced the impacts of hazards through 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. **Monitoring and Performance Measures.** Describe what performance measurements were used (e.g., work progress reports, timeline review, resource planning, procurement plan and roll out, etc.) and how the project was monitored and will continue to be monitored in future. |

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| **SECTION 8: 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 that indicates the actual expenditures from CEPF and other sources (if applicable, other funding sources must be reported) 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).  Copy of Final Technical Report (i.e., consultant’s report) 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).  Evidence of a completed Small-Scale Structural project including project details (location, background, scope), design analyses and assumptions, construction details, construction completion report, 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. Refer to Appendix 3 in the *Program and Application Guide* for requirements for spatial data. LiDAR and orthoimagery products data and derivative products acquired/produced with Community Emergency Preparedness Fund funding must meet [Specifications for Airborne LiDAR](https://www2.gov.bc.ca/assets/gov/data/geographic/digital-imagery/specifications_for_airborne_lidar_for_the_province_of_british_columbia_53.pdf) for the Province of British Columbia.  Photos of funded activities and/or completed projects.  Links to media directly related to the funded project. |

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| **SECTION 9: 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\*:  *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

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