This guide is provided for information and reporting requirements only. Applications are no longer being accepted.

Community Operational Fuel Treatment Program Application Guidelines

Apply on line at https://ground.hpr.for.gov.bc.ca/

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

PROGRAM & ACCESS GUIDE

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1. Introduction

The Program and Access Guide describes the purpose of the Community Operational Fuel Treatment Program and how to make an application. Funding was provided by the Ministry of Forests and Range Protection Branch, Province of British Columbia.

Purpose and Objective

In the "Filmon" report "Firestorm 2003 Provincial Review" it was recommended that the province take a lead role in the development of strategic plans in cooperation with local government, to improve fire prevention in the interface.

The purpose of this program is to assist communities in the treatment of forest fuels identified during the planning process, in order to mitigate the potential impacts of wildfire in the interface.

The objective is to improve community safety and reduce the risk of wildfire to public safety and/or property damage.

2. Eligible Applicants

All local governments are eligible for funding under this program.

Pre-conditions to an application

A precondition for application is credible, independent evidence that there is a risk to the community from wildfires. This risk will be determined by Provincial Strategic Threat Analysis Data (STAD) and ideally, by a Community Wildfire Protection Plan (CWPP) developed under

this program. Participation in a fuel management pilot project prior to embarking on large scale fuel management projects is recommended.

3. Eligible Costs

Eligible costs means direct planning, layout and treatment costs properly and reasonably incurred and paid by the local government to carry out fuel management activities. In order to qualify for funding, proposed treatments must be appropriate for the ecosystem at hand, and may include the application of prescribed fire.

Funding to assist with pre-planning costs may be provided under this program based on an estimate of hectares to be treated. Please contact the Program Officer for details.

Ineligible Costs

Any cost that is not directly connected to the development of the Community Wildfire Protection Plan will not be eligible for funding.

For the purpose of this grant program, any cost that is not a direct cost incurred in the treatment of fuels will not be eligible for funding. Funding is not intended to apply to:

- Emergency plans or related activities
- Community Wildfire Protection Plans
- Ongoing public information
- Local fire department training
- Publication reviews or research

Conditions

In order to qualify, fuel treatment projects must progress from within the interface area, and may extend beyond the boundaries of the local government. While the local government will take the lead role in making application to the program, it is expected that these projects will be cooperative in nature, and may include consideration of and contributions from adjacent stakeholders including local governments, First Nations, industry, or private landowners. All projects will be conducted in cooperation with the Ministry of Forests and Range.

4. Selection Process

Screening Criteria
- Application must be submitted by an "eligible applicant."
- Application must be for an "eligible project."
- Applicant must have a prepared "Community Wildfire Protection Plan or equivalent that identifies stands to be treated that pose a threat due to wildfire and, where applicable, evidence of infestation by Mountain Pine Beetle.
- Where application addresses areas outside the municipal or community boundaries, the applicant must agree to consult with all potentially affected stakeholders.
- The estimated number of hectares to be treated must be included in the application.
- Preference will be given to applications that demonstrate a cooperative venture or partnership.

5. Payments Accounts for Approved Projects

The Program Officer will inform successful applicants by letter. Funding will be disbursed on receipt of an acceptable final report and confirmation of expenses by the Chief Financial Officer. For larger scale projects, progress payments may be considered.

Contents of the required final report are provided as "appendix b" of this guide.

Payments & Reporting Requirements

The funding program will provide up to 75% of the cost of the project. Local government contribution may include in-kind contributions such as staff and volunteer time, use of local government resources, and leveraged funding from other sources. Under no circumstance will revenue generated from timber sales on crown land be allocated to the local government.

Please note: This funding program is for the express purpose of fuel management projects designed for community protection. It is designed to assist local governments with project deficits incurred in the course of treating Crown and Local Government land from the threat of wildfire. Fuel management project areas that generate revenue for the local government through the sale of timber or other forest products require the earnings be recorded on financial statements made to UBCM. Profits exceeding the project in-kind contribution are to be used against the total project cost unless identified for future fuel management treatments.

Example:

Local Government carries out the treatment of a stand where they are required to contribute 25% of the project cost.

Treatment cost	$1000.00
Profit	$300.00
In-kind contribution of 25%	$250.00
Net profit remaining	$50.00

UBCM pays $700.00
 or
Local Government identifies $50.00 for future fuel management treatment and UBCM pays $750.00.

Changes or Variations to an Approved Project

Changes or variations to the project must be approved, in advance, by the Program Officer.

Funds are not transferable to other projects.

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Accounting records

A statement from the Chief Financial Officer verifying the total cost of the project is required as part of the final report. Where applicable, this statement should also identify other contributions such as "in-kind," matching funding, and other revenue sources required to complete the project. It will also attest that funding was for new activities and was not used to fund an existing program.

Chief Financial Officers must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the program activities. The Program Officer may require applicants to provide details of the types and amounts of expenses incurred

7. Application Process

Where to Apply: On line at https://ground.hpr.for.gov.bc.ca/

Further information:

Local Government Program Services
525 Government Street
Victoria, BC V8V 0A8
Phone: 250-356-5134   E-mail: lgps@ubcm.ca

Application Contents

1.   The application form must be completed.
2.   Budget, as per the sample included with this guide.
3.   Contact information for the project leader.
4.   Maps that identify the areas that pose a wildfire threat to be treated

When to Apply

Applications for funding are being accepted on an on-going basis and are processed as received. As program funds are depleted, applications will be prioritized based on risk.

Attachments:

- Sample budget
- Reporting requirements

For further information on other Strategic Fuel Management initiatives, please go to https://ground.hpr.for.gov.bc.ca/.

Community Operational Fuel Management Project
Sample Budget

Task	UBCM funded	Community Contribution
Thinning operations	$50,000	$10,000
Biomass removal	$25,000	$13,000
Use of local government resources		$1,000
Grant administration		$1,000
Total project cost	$75,000	$25,000

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Operational Fuel Management
Final Reporting Requirements

Final reporting for completion is evidence of successful completion and must include:
- Photos of fuel conditions before and after program completion.
- Written report detailing the work undertaken including a maintenance schedule.
- Report on next steps to be taken (if any).
- Brief recommendations on lessons learnt.
- Name and credentials of those who undertook the work on behalf of the applicant.
- Summary maps in soft-copy format that clearly define the area(s) treated.
- A financial statement confirming the total cost of the project including other leveraged funding and community "in-kind" contributions.

Spatial Data Submissions to Accompany Fuel Management Report Submissions

Spatial data must be submitted along with the final report for CWPP, Prescription, Pilot, and Operational projects. Data standards apply to all spatial data submissions and are documented below.

Spatial data must conform to the following formats, naming conventions and standards:

1. Format: File Geodatabase (FGDB) is the preferred method and where this is not possible shapefiles are satisfactory.

2. Projection:
BC Albers Standard Projection:
The projection is Albers Equal Area Conic, with parameters of:
Central meridian: -126.0° (126°00'00" West longitude)
Latitude of projection origin: 45.0 (45°00'00 North latitude)
First standard parallel: 50.0° (50°00'00" North latitude)
Second standard parallel: 58.5° (58°30'00" North latitude)
False easting: 1000000.0 (one million metres)
False northing: 0.0
Datum: NAD83, based on the GRS80 ellipsoid.

3. Metadata: Spatial data must be accompanied by metadata. The metadata must document and detail each attribute field of a particular dataset, as well as the codes/values used to populate it. Metadata must also make note of the source of the data used in the compilation of each dataset as well as the person who compiled it (including contact details), and the date of data compilation. The metadata standard is FGDC and should be submitted in .xml format.

4. Other Documentation: Please be sure to document and include all methodology used in the compilation of each dataset, as well as a short description of what each dataset represents.

5. Graphic Data (Paper Map and Photo Imagery): All Graphic data must be submitted in .jpg,. bmp, .tif, or .pdf format. Maps must possess a descriptive title, scale (verbal or scale bar), a north arrow, reference grid, and a legend. The map should include reference data such as roads, water bodies, rivers/creeks, land ownership and other boundary information (municipal, provincial, federal, fire protection areas. Resultant maps will, as a package or singularly, identify risk of fire to the community. The map must also make note of a datum and the source of the map data.
All submitted photos must possess documentation (in .txt or .doc format) indicating the location of the photo, the date they were taken, and what the photo represents.

6. Naming Conventions:
Note: Please abbreviate project folder name to a maximum of 15 characters
If providing FGDB, naming conventions must adhere to the following standard:
FGDB: <Local Government>_<AbbreviatedProjectFolderName>
               For example: PrinceGeorge_CWPPNorthPG.gdb
Feature layers should be named in accordance with the values given in Table 1 below.
Shapefile: If providing shapefiles, naming conventions must adhere to the following standard:
          <Local Government>_<AbbreviatedProjectFolderName>_<dataset>

where <dataset> refers to the values in Table 1 below.
      For example: PrinceGeorge_CWPPNorthPG_fire_risk.shp
The name should be descriptive as to the data it represents. This standard must also be applied on all supporting documents including paper maps and digital photography.

7. Submission: The preferred method for data submission is a file geodatabase (FGDB). Where it is not possible to submit a FGDB then data should be submitted as shapefiles and compressed into a single ZIP file.
The zip file must adhere to the following standard:
<Local Government)_<ProjectFolderName>.zip
For example: PrinceGeorge_CWPPNorthPG.zip
Shapefiles that are not zipped into a single ZIP file will not be accepted. Submissions should be made through the Fuel Management Information System (FMIS). Where this is not possible please submit the data by DVD to Liz Andersen at UBCM, 525 Government Street, Victoria, BC, V8V 0A8.

Please note: Spatial data submissions will be evaluated against these criteria and final approval of the report and the subsequent payment will not be released until all of these criteria are met.

CWPP
Data required:
- Extent of area covered under CWPP
- Fire Risk (threat) – Dataset indicating areas and risk level as described on page 9 of "Rating Interface Wildfire Threats in British Columbia" (https://ground.hpr.for.gov.bc.ca/files/Rating_Interface_Wildfire_Threats_User_Guide.pdf)
  - o Must include all input datasets, including ground truthing locations which must include those attributes that are indicated in the Wildland Urban Interface Wildfire Threat Worksheet (https://ground.hpr.for.gov.bc.ca/files/Rating_Interface_Wildfire_Threats_worksheet.pdf)
  - o Photos of the ground truthing locations must be submitted as part of the .zip file
- Proposed treatment area(s)
- Fuel Type

Additional notes: Metadata must include methodology in generating fire risk and fuel type.

PRESCRIPTION
Data required:
- Area of prescribed treatment
  - o Must include type of treatments prescribed for each area (see list of options below)

PILOT
Data required:
- Fire Risk (where no CWPP exists)
- Treatment area
  - o Must include type of treatments performed (see list of options below)

OPERATIONAL

Data required:
- Treatment area
  - Must include type of treatments performed (see list of options below)

Treatment types:
- Broadcast burning
- Bunching and burning
- Burying
- Felling residuals and snags
- Grazing
- Landing burning
- Logging
- Logging and scattering
- Mechanical chipping
- Piling and burning by roadsides
- Pruning
- Restrict access
- Salvage logging
- Scarification
- Spacing
- Underburning
- If another type is used, please specify.

Attributes: All of the above-mentioned spatial datasets must include the following attributes in addition to the default attributes created by the File Geodatabase or Shapefile:
- Area in hectares
- Data collection date
- Data collection method (ie. GPS, digitized from orthophoto, etc.)
- Project funding source (ie. UBCM, JOP, etc.)

Table 1

Type		Feature Dataset	Shapefile			
CWPP	Extent of area covered	AOI	Aoi			
CWPP	Fire Risk	Fire_risk	Fire_risk			
CWPP	Proposed treatment area	Proposed_treatment	Proposed_treatment			
CWPP	Fuel Type	Fuel_type	Fuel_type			
Pilot	Fire Risk	Fire_risk	Fire_risk			
Pilot	Treatment Area	Treated_area	P_Treated_area			
Operational	Treatment Area	Treated_area	O_Treated_area			

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If you require any assistance regarding spatial data, please contact stad@civicnet.bc.ca and we will arrange for someone to assist you.