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## Strategic Wildfire Prevention Initiative

# Community Wildfire Protection Plan Program

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## 2013 Program & Application Guide

### 1. Introduction

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The Strategic Wildfire Prevention Initiative (SWPI) is a suite of funding programs managed through the Provincial Fuel Management Working Group – including the First Nations Emergency Services Society (FNESS), Ministry of Forests, Lands & Natural Resource Operations and the Union of BC Municipalities (UBCM). Grant administration is provided by UBCM and funding is from the Ministry.

The initiative supports communities to mitigate risk from wildfire in the wildland urban interface.

The wildland urban interface is any area where combustible wildland fuels (vegetation) are found adjacent to homes, farm structures, other outbuildings or infrastructure. For the purpose of the SWPI, the wildland urban interface is the area within 2 kilometres of a community with a minimum density of 10 structures per square kilometre.

Funding under the Strategic Wildfire Prevention Initiative is available for:

- Development of a Community Wildfire Protection Plan (CWPP)
- Development of a Fuel Management Prescription
- Implementation of Fuel Management Demonstration Projects
- Operational fuel treatment activities

### Community Wildfire Protection Plan Program

A CWPP is a document that defines the risk from wildfires in an identified area, identifies measures necessary to mitigate those risks and outlines a plan of action to implement the measures. For details on required elements of a CWPP, please see [Appendix 1](#).

The CWPP program assists local governments to develop CWPPs for areas in wildland urban interface that are at risk from wildfires.

This guide provides information for the CWPP program, including the process for [local governments](#) (municipalities and regional districts) to apply for funding.

### 2. Eligible Applicants

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All local governments (municipalities and regional districts) are eligible to apply.

First Nations are also able to apply for funding through the FNESS. Details about the program for First Nations are available on the FNESS website at [www.fness.bc.ca](http://www.fness.bc.ca)

### **3. Eligible Projects**

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In order to qualify for funding, there must be credible evidence that there is an apparent threat to the community from interface fires. The 2012 Provincial Strategic Threat Analysis (PSTA), available through this program, will be used to assist with threat assessment during the approval process.

In addition, to qualify for funding, CWPPs must:

- Be a new project (retroactive funding is not available)
- Assess the threat of wildfire in the wildland urban interface
- Cover areas that do not have a CWPP or areas where the CWPP is outdated due to changes in land or forest fuel hazard conditions or other factors
- Be capable of completion by the applicant within one year from the date of grant approval

Updates to existing CWPPs will be considered for funding only in cases where land or forest fuel hazard conditions or other factors have changed.

Please note: Applicants that received funding through the 2004-2010 SWPI will be required to submit any outstanding 2004-2010 reporting prior to 2013 applications being considered.

### **4. Eligible & Ineligible Costs & Activities**

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#### **Eligible Costs & Activities**

Eligible activities are outlined below. The CWPP program can contribute a maximum of 50% of the cost of eligible activities – to a maximum of \$15,000 - and the remainder (50%) is required to be funded through community contributions.

Eligible costs are direct costs, for the activities approved in the application by the Provincial Fuel Management Working Group, that are properly and reasonably incurred and that are paid by the local government to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Under the CWPP program, eligible activities must be cost-effective and may include:

- Preparation of the CWPP document, including maps, spatial data, and metadata (please see [Appendix 1](#) for required CWPP content and [Appendix 5](#) for required maps and spatial data)
- Completion of a Wildland Urban Interface (WUI) Wildfire Threat Assessment within the WUI area, including WUI Threat Assessment worksheets
- Updates to existing WUI Wildfire Threat Assessment plots and related spatial data to conform to the 2012 WUI Wildfire Threat Assessment standards (in areas subject to future prescriptions or operational treatments)
- Updated structure mapping within the Wildland Urban Interface (please see Appendix 5)
- Presentation of the CWPP to the local government Council or Board. Please note: it is expected that all CWPPs and CWPP updates will be presented to the local government Council or Board.
- Amendments to Official Community Plans and/or land use, engineering and public works bylaws and policies that are specific to community wildfire protection planning
- Staff and contractor costs directly related to the development of a CWPP
- Local government administration costs directly related to the development of a CWPP
- Planning, consultation with stakeholders and public information directly related to the development of a CWPP (as required by the land manager)

Updates to existing CWPPs will be considered for funding only in cases where land or forest fuel hazard conditions or other factors have changed.

## Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Provincial Fuel Management Working Group is not eligible for grant funding or as the community contribution. This includes:

- Development of funding application package
- Reproduction of maps available from other sources (e.g. BCGW, etc.)
- Reproduction or duplication of existing data available from other sources
- Emergency plans or related activities
- Prescriptions or operational projects
- On-going public information
- Local fire department training
- Community hazard assessments for private land
- CWPPs for land outside the interface, extending beyond the 2km zone
- Assessments for purposes other than fuel treatment (e.g. building of recreational trails, etc.)
- Staff training costs, including safety and first-aid training
- Publication reviews or research
- Purchase of machinery and equipment
- Work undertaken by the Ministry of Forests, Lands & Natural Resource Operations

## 5. Grant Maximum

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Eligible activities and costs are outlined in Section 4. The CWPP program can contribute a maximum of 50% of the cost of eligible activities – to a maximum of \$15,000 - and the remainder (50%) is required to be funded through community contributions.

Applications from regional districts, or from multiple local governments, that include multiple communities are acceptable. In these cases, it is likely that more than one CWPP will be developed and funding in excess of \$15,000 may be considered.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. Please see [Appendix 2](#) for important information on community contributions and other grant contributions.

## 6. Application Process

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### Application Deadlines

Applications for the CWPP program can be submitted to UBCM at any time; however funding decisions will only be made three times per year:

- March 2013 – for all eligible, complete applications submitted by January 25, 2013
- June 2013 – for all eligible, complete applications submitted by April 26, 2013
- November 2013 – for all eligible, complete applications submitted by October 4, 2013

The Fuel Management Information System (FMIS) will not be available for projects approved after 2010. Instead, local governments should submit complete applications directly to UBCM. First Nations should submit complete applications directly to FNESS.

### Required Application Contents

- Completed Application Form. Please see [Appendix 3](#) for a sample form
- Council or Board resolution indicating support for the proposed activities and willingness to provide overall grant management

Please note: Applicants that received funding through the 2004-2010 SWPI will be required to submit any outstanding 2004-2010 reporting prior to 2013 applications being considered.

## Submitting an Application

Applications should be submitted as Word or PDF files and can be e-mailed directly to Local Government Program Services (UBCM). If you choose to submit your application by e-mail, hard copies do not need to follow.

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

## Screening Criteria

UBCM will perform a preliminary review of all applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met.

Following this, all complete, eligible applications will be reviewed and scored by Fuel Management Specialists. Scoring considerations and criteria include the following:

- Demonstrated wildfire threat (including 2012 Provincial Strategic Threat Analysis)
- Status of CWPP, i.e. no CWPP, outdated CWPP or current CWPP
- Community planning and activities identified by FireSmart Canada:
  - Land use policies, development approval processes and development standards that protect the wildland/urban interface
  - Other plans and bylaws that consider open burning, access for emergency vehicles, access to water supply and suppression equipment, fire-resistive landscaping, or other wildfire issues.
  - Community involvement and public education (including FireSmart committee, community assessment, FireSmart day and FireSmart Canada Community Recognition)
- Collaboration with neighbouring First Nations and local governments, fire fighters, Wildfire Management Branch, and local industry

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Following technical review, applications that meet the minimum point value threshold will be considered by the Evaluation Committee and funding decisions will be made on a provincial priority basis.

## 7. Grant Management & Applicant Responsibilities

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Please note that grants are awarded to local governments only and, as such, the local government is responsible for completion of the project as approved and for meeting reporting requirements.

Local governments are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### Notice of Approval

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

### Post Approval Meeting

As a condition of grant approval, all approved applicants are required to meet with the local Wildfire Management Branch Fuel Management Specialist, or designate, to discuss the proposed project prior to commencing work.

### Reporting Requirements

Final Reports must include the following:

- Completed Final Report Form, including signed certification of costs. Please see [Appendix 4](#).

- Copy of the completed CWPP, including all applicable appendices, documents and maps (including threat plot photos and 2012 Wildland Urban Interface Threat Assessment worksheets). Please see [Appendix 1](#).
- Spatial data, maps, metadata, and methodology relating to the project. Please see [Appendix 5](#).

Applicants are required to submit **one** electronic copy of the complete final report (with all supporting documents) and **two** hardcopies of the complete final report (with all supporting documents)

### **Submitting Final Reports**

Final reports should be submitted directly to Local Government Program Services (UBCM).

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Mail: 525 Government Street, Victoria, BC, V8V 0A8

### **Payments**

Grants under the CWPP program are paid at the completion of the project and only when the final report requirements have been met.

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

Please refer to [Appendix 5](#) for requirements for spatial data. The final report and payment of grant funding will not be approved until all reporting requirements, including spatial data, are met.

### **Changes to Funded Projects**

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from Provincial Fuel Management Working Group will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Description of the new or revised activities and area (if applicable)
- Description of new or revised expenditures
- Written rationale or changes to activities and/or expenditures

Also, please note that all funded activities are required to be completed within 1 year of approval and all extensions beyond this date must be requested in writing and be approved by the Provincial Fuel Management Working Group.

### **Additional Information**

- For more information about the funding program, please visit [www.ubcm.ca](http://www.ubcm.ca) or contact Local Government Program Services at UBCM at (250) 356-5134 or [lgps@ubcm.ca](mailto:lgps@ubcm.ca)
- The *2012 Wildland Urban Interface Wildfire Threat Assessments* guide and worksheet is available on the UBCM website
- FireSmart Canada provides resources for home owners, industry and governments to lessen the effects of wildfire. For more information and to learn about the Community Recognition Program, visit [www.firesmartcanada.ca](http://www.firesmartcanada.ca).

## **Appendix 1: Completing a CWPP**

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A CWPP assesses the risk of wildfire in the interface and recommends mitigation activities to improve community safety. With this information in hand, communities can make planning decisions related to issues such as location of new housing, subdivision and other by-laws, and road access. The CWPP will also provide key information for homeowners to encourage FireSmart principles on private lands.

### **Who Should be Involved**

Forest professionals play a key role in fuel management endeavours in BC - such as the development of CWPPs. In particular, Association of BC Forest Professionals members with a sound understanding of both fire behaviour and resource management will be invaluable in planning for and achieving fuel management objectives.

A consultant, staff member or team developing a CWPP should have a thorough understanding of fire behaviour and fire suppression tactics in the wildland urban interface. This knowledge is normally gained through extensive participation in wildland fire suppression operations at a senior level and through nationally recognized advanced education in wildland fire behaviour. Other valuable knowledge for developing a CWPP is an understanding of the FireSmart program, development bylaws, forestry harvesting and fuel management treatment techniques.

Wildfire Management Branch Fuel Management Specialists and/or Fire Zone staff, local fire officials, local land managers and the First Nations' Emergency Services Society are also valuable resources and can be asked to participate in hazard mapping or other aspects of developing your CWPP.

### **Recommended Content for CWPPs**

In order to meet the goals and objectives of the Strategic Wildfire Prevention Initiative, a completed CWPP should include the following elements. Please note that the examples provided are for illustrative purposes only.

## **Introduction & Community Information**

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### **1. CWPP Goals and Objectives**

- Goals and objectives of the plan
- General values of the community related to local forestland

### **2. Community Description**

- Description of the local government, including approximate number of homes and developments, population, size in hectares of each community or neighbourhood
- Past forest management or wildfire threat reduction work or programs
- General description of forested areas in and around the community
- Description of road access within the community, including identification of year-round access and seasonal limitations
- Water supply and water bodies in the proximity

## **Forest, Fuel & Past Wildfire Information**

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### **3. Biogeoclimatic Information**

- Local biogeoclimatic zones
- Background on typical local wildfire impacts

#### **4. Important Forest Health Issues**

- Discussion of the local forest health, including historical wind throws or beetle events that have shaped the forest in the area

#### **5. Fuel Type and WUI Wildfire Threat Assessment**

- Summary of local fuel types within and around the community
- Summary of Provincial Strategic Threat Analysis results within and around the community (spotting, etc.)
- Summary of Wildland Urban Interface (WUI) Wildfire Threat Assessment, methodology, and Wildfire Behaviour Threat Class and WUI Threat Class determination within and around the community

#### **6. Local Wildfire History/Starts and Fire Weather**

- Summary of local fire starts, causes and large fire history
- Analysis of the local fire weather from available weather data can provide an overall indication of wildfire exposure and risk that wildfires pose to the community

### **Local Issues, Values & Support**

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#### **7. Resource Issues and Operational Constraints**

- Local resource values and those identified in higher-level plans.
- General discussion of operational constraints that will limit the ability to complete fuel management activities, such as access, soil conditions, topography, land ownership and other local issues

#### **8. Archaeological Overview**

- Summary of the archaeological values identified in the local area, as identified in readily available resources. If additional work is required before treatments can be implemented, this can be completed during the development of the fuel management prescription.

#### **9. Community Support**

- Indication of the level of support for fuel management work found within the community. This can be collected from a public meeting(s), board or council resolutions, questionnaires or interviews with key individuals.

#### **10. Key Contact and Partnership List**

- List of community agencies and partners who may be required to participate in fuel management work

### **Existing Plans and Bylaws**

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#### **11. Higher Level Plans**

- Review of higher level plans in place that may conflict with or enhance the wildfire protection needs of the community. These could include Forest Stewardship Plans, Integrated Resource Management Plans, Fire Management plans and others.

#### **12. Review of Relevant Legislation and Local Government Bylaws**

- Review of relevant legislation and local government by-laws

## Recommendations

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### 13. Wildfire Threat Reduction Options

- Comprehensive list of recommendations, or actions items, which the local government can act upon to continue their fuel management efforts. These items should lead to funding requests, demonstration projects or operational treatments, other agency involvement and other activities that will move the CWPP forward.
- Other options available for wildfire threat reduction, such as fire-resistive landscaping

### 14. List of Priority Treatment Areas

- Recommended and prioritized future fuel management activities including areas where harvesting may be an option, and a maintenance schedule
- Treatment units should be listed in order of priority for treatment, with some justification for the selection order. This can be in the form of a list of criteria such as protection of life and property, protection of commercial property, etc. The numerical score from the Wildfire Threat Rating form should also be included.
- May include demonstration projects

### 15. FireSmart

- Discussion of relevant FireSmart principles

## Supplementary Information

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### 16. Threat Assessment Worksheet(s)

- Prepared per Chapter 3 and Appendix E of the 2012 Wildland Urban Interface Wildfire Threat Assessments guide, and analysis of threat to the community, including threat plot data and photos labelled with photo number and cardinality.

### 17. Full Size Maps & Spatial Data

- Specific map and spatial data submissions are required to be submitted. Spatial data and maps must meet the standards, content and format as outlined in [Appendix 5](#). Sample map and spatial data submissions are available for reference.

### 18. Photos of High Hazard Areas & Sample Fuel Types

## Appendix 2: Community Contributions & Other Grants

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Eligible activities and costs are outlined in Section 4. The CWPP program can contribute a maximum of 50% of the cost of eligible activities – to a maximum of \$15,000 - and the remainder (50%) is required to be funded through community contributions.

The required community contribution for a project must be directly related to activities approved in the application by the Provincial Fuel Management Working Group and can be funded from a number of sources, including:

- Cash contribution from local government (e.g. general revenue or reserve funds)
- In-kind contribution from local government, directly related to activities approved in the application by the Provincial Fuel Management Working Group, including:
  - Staff time directly related to the development of a CWPP (e.g. supervision and travel)
  - Use of local government meeting space or other resources
  - Local government administration of the project and grant funding
- Cash or other contributions from the community (e.g. volunteer labour or use of equipment, cash donation to the project)
- Other grant funding. *Please see below.*

In-kind contributions are eligible from the date of application submission until the final report is submitted.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared on the Final Report Form.

### Other Grant Contributions

Funds from other agencies and/or grant programs can constitute all or part of the community contribution (except funds from the Ministry of Forest, Lands and Natural Resource Operations which are not eligible as a community contribution).

However, it is important to note that other grant programs may fund some activities that are not eligible under the CWPP program. Therefore, when accounting for project costs covered by other grant programs, only those activities that are outlined in Section 4 can be included.

Documentation must be available to demonstrate how actual costs from other grant contributions are accounted for. For example, labour costs must include information on the number of hours worked, the hourly rate, and the eligible activity that was undertaken (e.g. 5 hours at \$18/hr for consultation).

Under no circumstances will the UBCM grant result in payment of more than 100% of the eligible project cost. In cases where eligible portions of other grant funding - combined with the maximum available UBCM grant - are more than 100% of the project cost, the value of the excess funding will be deducted from the UBCM grant.

Eligible project cost of \$20,000 Max. UBCM 50% = \$10,000
Other grants totaling \$12,000 Excess funding = \$2,000
50% of project cost is \$10,000 UBCM Grant = \$8,000

## Appendix 3: Sample Application Form

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# Community Wildfire Protection Plan APPLICATION FORM

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding application requirements please refer to Community Wildfire Protection Plan Program & Application Guide.

SECTION 1: APPLICANT INFORMATION	
<b>Local Government:</b>	<b>Date of Application:</b>
<b>Contact Person*:</b>	<b>Title:</b>
<b>Phone:</b>	<b>E-mail:</b>

\* Contact person must be an authorized representative of the applying local government or First Nation.

SECTION 2: PROJECT INFORMATION
<b>1. NAME OF PROJECT.</b>
<b>2. CWPP DESCRIPTION.</b> Please provide a geographic description of the proposed area.
<b>3. MOUNTAIN PINE BEETLE AFFECTED TIMBER.</b> Please indicate if this CWPP includes land with Mountain Pine Beetle fuel type. <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. OTHER ACTIVITIES.</b> Please describe the extent to which your community is undertaking wildfire risk mitigation activities as outlined in Section 6 of the Program & Application Guide (Screening Criteria).
<b>5. REVIEW OF APPLICATION.</b> Were any other agencies consulted with in the development of the application prior to submission? Please check all that apply. <input type="checkbox"/> Wildfire Management Branch Fuel Management Specialist <input type="checkbox"/> Land manager <input type="checkbox"/> Fire Zone staff <input type="checkbox"/> First Nations' Emergency Services Society <input type="checkbox"/> Local fire officials <input type="checkbox"/> Other:

**6. CONSULTANT INFORMATION.** Please indicate if the CWPP will be developed internally by local government staff or if a consultant will be hired.

Internal     Consultant

If a consultant is being utilized to do some or all of the work, please describe how you will select a qualified individual.

If possible, please include the name(s) of the contractor(s).

**CWPP Consultant:**

**GIS Consultant:**

Eligible activities and costs are outlined in Section 4 of the Program & Application Guide. In Section 3 below, please include all proposed eligible costs for the development of your CWPP.

<b>SECTION 3: PROPOSED ACTIVITIES &amp; COSTS</b>	
<b>Activity</b>	<b>Proposed Cost</b>
Completion of a WUI Wildfire Threat Assessment within the WUI area, including WUI Threat Assessment worksheets	\$
Updates to existing WUI Wildfire Threat Assessment plots and related spatial data to conform to the 2012 WUI Wildfire Threat Assessment standards	\$
Updated structure mapping within the Wildland Urban Interface	\$
Preparation of the CWPP document, including maps, spatial data and metadata	\$
Presentation of the CWPP to the local government Council or Board	\$
Amendments to Official Community Plans and/or land use, engineering and public works bylaws and policies that are specific to community wildfire protection planning	\$
Staff and contractor costs directly related to the development of a CWPP. <u>Please describe:</u>	\$
Local government administration costs directly related to the development of a CWPP. <u>Please describe:</u>	\$
Planning, consultation with stakeholders and public information directly related to the development of a CWPP. <u>Please describe:</u>	\$
Other proposed activities. <u>Please describe:</u>	\$
<b>Total Proposed Costs:</b>	<b>\$</b>

The CWPP program can contribute a maximum of 50% of the cost of eligible activities – to a maximum of \$15,000 - and the remainder (50%) is required to be funded through community contributions.

<b>Total Grant Requested</b> (50% of total cost to a max. of \$15,000):	\$
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Please note that you will be required to provide detailed information on the community contribution in the final report. This includes information on contributions from other grant programs. If information is available now, please complete Section 4 below:

<b>SECTION 4: OTHER GRANTS</b>	
<b>Grant(s) Description:</b>	<b>Estimated Grant Value</b>
	\$

<b>SECTION 5: SIGNATURE (To be signed by Local Government Applicant)</b>
I certify that the area covered by the proposed CWPP: (1) is within the jurisdiction of the local government (or appropriate approvals are in place)
Signature:
Name & Title:

In addition to the Application Form, the following separate attachment is required to be submitted as part of your application:

- Council or Board resolution indicating support for the proposed activities and willingness to provide overall grant management.

Applications should be submitted directly to Local Government Program Services (UBCM).

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca) Mail: 525 Government Street, Victoria, BC, V8V 0A8

## Appendix 4: Sample Final Report Form

# Community Wildfire Protection Plan FINAL REPORT FORM

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding final report requirements please refer to the Community Wildfire Protection Plan Program & Application Guide.

<b>SECTION 1: APPLICANT INFORMATION</b>	
<b>Local Government:</b>	<b>Date of Final Report Submission:</b>
<b>Contact Person:</b>	<b>Title:</b>
<b>Phone:</b>	<b>E-mail:</b>
<b>Name of Project:</b>	

<b>SECTION 2: PROJECT INFORMATION</b>
<b>1. PRESENTATION TO LOCAL GOVERNMENT.</b> Please indicate the date the completed CWPP was presented to the local government Board or Council.
<b>2. CONSULTANT INFORMATION.</b> Please provide the name and credentials of consultant(s) (or staff if CWPP was produced internally) that completed the work. <b>CWPP Consultant:</b> <b>GIS Consultant:</b>

Eligible activities and costs are outlined in Section 4 of the Program & Application Guide and a specific budget was approved as part of your application. In Section 3 below, please include all actual eligible costs for the development of your CWPP and provide a brief description of the actual cost.

<b>SECTION 3: ACTUAL COSTS (exclusive of eligible HST rebate)</b>	
<b>Activity</b>	<b>Actual Cost</b>
Completion of a WUI Wildfire Threat Assessment within the WUI area, including WUI Threat Assessment worksheets. Please describe:	\$
Updates to existing WUI Wildfire Threat Assessment plots and related spatial data to conform to the 2012 WUI Wildfire Threat Assessment standards. <u>Please describe:</u>	\$

Updated structure mapping within the Wildland Urban Interface. <u>Please describe:</u>	\$
Preparation of the CWPP document, including maps, spatial data and metadata. <u>Please describe:</u>	\$
Presentation of the CWPP to the local government Council or Board. <u>Please describe:</u>	\$
Amendments to Official Community Plans and/or land use, engineering and public works bylaws and policies that are specific to community wildfire protection planning. <u>Please describe:</u>	\$
Staff and contractor costs directly related to the development of a CWPP. <u>Please describe:</u>	\$
Local government administration costs directly related to the development of a CWPP. <u>Please describe:</u>	\$
Planning, consultation with stakeholders and public information directly related to the development of a CWPP. <u>Please describe:</u>	\$
Other approved activities. <u>Please describe:</u>	\$
<b>Total Actual Costs:</b>	<b>\$</b>

The CWPP program can contribute a maximum of 50% of the cost of eligible activities – to a maximum of \$15,000 - and the remainder (50%) is required to be funded through community contributions.

<b>Total Requested Grant</b> (50% of total cost to a max. of \$15,000):	<b>\$</b>
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As outlined in Appendix 1 of the Program & Application Guide, under no circumstances will the UBCM grant result in payment of more than 100% of the eligible project cost. In cases where eligible portions of other grant funding - combined with the maximum available UBCM grant - are more than 100% of the project cost, the value of the excess funding will be deducted from the UBCM grant. In Section 4, below, please report the full value of the eligible portions of any other grants received for the development of your CWPP.

<b>SECTION 4: OTHER GRANTS</b>	
<b>Grant(s) Description:</b>	<b>Actual Grant Value</b>
	\$

**For administrative use only:**

<b>Total Eligible Grant:</b>	<b>\$</b>
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Local governments are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

<b>SECTION 6: CERTIFICATION OF COSTS (to be signed by Chief Financial Officer)</b>
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I certify that the costs stated above: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible (as outlined in Section 4 of the Program & Application Guide); 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.

Signature:

Name:

In addition to the Final Report Form, the following separate attachments are required to be submitted as part of your final report:

- Copy of the completed CWPP, including all applicable appendices, documents (including threat plot photos and 2012 Wildland Urban Interface Threat Assessment worksheets). Please see Appendix 1
- Specific spatial data and map submissions are required to be submitted. Spatial data and maps must meet the standards, content and format as outlined in Appendix 5. Sample map submissions are available for reference.

Applicants are required to submit **one** electronic copy of the complete final report (with all supporting documents) and **two** hardcopies of the complete final report (with all supporting documents)

Final reports should be submitted directly to Local Government Program Services (UBCM).

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

## Appendix 5: Maps & Spatial Data Submissions

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Spatial data and maps must be submitted as part of the final report for CWPP, Prescription, Demonstration, and Operational projects. *The Province of BC uses ArcGIS 10 and all spatial data submissions must be compatible with ArcGIS 10 or lower.*

**Spatial data must conform to the following general formats, naming conventions and standards. Please review the individual project sections for specific requirements for each project type.**

**1. Data Format and Naming Conventions:** Data must be submitted in a File Geodatabase (FGDB) format and must conform to the conventions for feature dataset names, feature class names, attribute names, and attribute values as identified in the individual project sections. It is strongly recommended that you use the template FGDB in order to facilitate meeting this requirement.

FGDB names must adhere to the following naming standard:

<Local Government/First Nation Band Number>\_<ProjectTypeAndDescription>

For example: PrinceGeorge\_CWPPNorthPG.gdb

FN699\_CWPPNorthPG.gdb

**2. Projection:** The projection standard is PCS Albers Projection, 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. Data Quality:** Submitted data must meet general data quality guidelines to ensure corporate data quality standards are met. Data with slivers, gaps between adjacent polygons, and geometry errors will not be accepted.

**4. Metadata:** All spatial layers must be accompanied by metadata. The metadata standard is FGDC and is required to be submitted in .xml format. Metadata must document the following:

- a. A description of what each dataset represents for all datasets provided in addition to what is outlined in the individual project sections.
- b. A description of each attribute and the codes/values used to populate it for all attributes provided in addition to what is outlined in the individual project sections.
- c. For resultant datasets like fuel type and fire threat metadata must also include the methodology and source data used in the creation of the resultant, the date of creation, and contact details for the person who created it.

**5. Maps:** You must submit full size PDF maps that clearly represent (at a suitable scale) all of the features being submitted in the spatial datasets (i.e. in addition to the letter sized maps contained in the final report). These PDF maps will serve as a reference for review of the spatial data submission. Prescription, Demonstration and Operational treatment maps must state the hectares for each individual treatment. **Please see the individual project sections for specific map requirements.**

Sample maps with the required information have been provided for reference.

PDF maps should also be compressed to reduce unnecessary large file sizes (File->Save As in Adobe Reader will reduce the file size as well as Document->Reduce File Size in Adobe Acrobat).

**6. Submission:** The method for spatial data submission is a file geodatabase (FGDB) and PDF maps, compressed into separate ZIP files. The zip files must adhere to the following naming standards:

**Data:** <Local Government/First Nations Band Number>\_<ProjectFolderName>\_Data.zip

For example: PrinceGeorge\_CWPPNorthPG\_Data.zip

FN699\_CWPPNorthPG\_Data.zip

**Maps:** <Local Government/First Nations Band Number>\_<ProjectFolderName>\_Maps.zip

For example: PrinceGeorge\_CWPPNorthPG\_Maps.zip

FN699\_CWPPNorthPG\_Maps.zip

Please note: Spatial data submissions will be evaluated against these criteria. The final report and payment of grant funding will not be approved until all of these criteria are met.
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## Specific Submission Requirements by Project Type - Community Wildfire Protection Plan

Feature Layer Name	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
AOI	CWPP area of interest (should cover the Wildland Urban Interface area)	DATA_COLLECTION_DATE	Date the spatial data was collected	Date (DD/MM/YYYY)
		DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
		FUNDING_SOURCE	Project funding source (ex. UBCM, etc.). See Table 2	Text, 30
		AREAHA	Area in hectares	Double
FIRE_THREAT	Dataset indicating area and threat class as described in Chapter 3 of the current Threat Rating Guide	FIRE_BEHAVIOUR_THREAT_CLASS	Wildfire behaviour threat class based on the definitions in Chapter 3 of the current Threat Rating Guide. See Table 3	Text, 10
		WUI_THREAT_CLASS	Wildland urban interface threat class based on the definitions in Chapter 3 of the current Threat Rating Guide. See Table 4	Text, 10
		DATA_COLLECTION_DATE	Date the spatial data was collected	Date (DD/MM/YYYY)
		DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
		FUNDING_SOURCE	Project funding source (ex. UBCM, etc.). See Table 2	Text, 30
		AREAHA	Area in hectares	Double
FUEL_TYPE	Fuel Type	FUEL_TYPE	Fuel Type. See Table 6	Text, 15
		DATA_COLLECTION_DATE	Date the spatial data was collected	Date (DD/MM/YYYY)
		DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
		FUNDING_SOURCE	Project funding source (ex. UBCM, etc.). See Table 2	Text, 30
		AREAHA	Area in hectares	Double
PROPOSED_TREATMENT	Proposed gross treatment area	PRIORITY	Priority of the proposed treatment unit. See Table 5	Text, 10
		DATA_COLLECTION_DATE	Date the spatial data was collected	Date (DD/MM/YYYY)
		DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
		FUNDING_SOURCE	Project funding source (ex. UBCM, etc.). See Table 2	Text, 30
		AREAHA	Area in hectares	Double

Feature Layer Name	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
THREAT_PLOT	Ground truthed threat plot locations to confirm fire threat	PLOT_NUMBER	Plot number corresponding to the Wildfire Threat Worksheet	Text, 7
		PHOTO_REFERENCE	Photo numbers and cardinality for all photos taken when completing the Wildfire Threat Worksheet	Text, 100
		FIRE_BEHAVIOUR_THREAT_SCORE	Wildfire behaviour threat score (from the WUI Wildfire Threat Worksheet)	Short integer
		FIRE_BEHAVIOUR_THREAT_CLASS	Wildfire behaviour threat class based on the definitions in Chapter 3 of the current Threat Rating Guide. See Table 3	Text, 10
		WUI_THREAT_SCORE	WUI threat score (from the WUI Wildfire Threat Worksheet)	Short integer
		WUI_THREAT_CLASS	WUI threat class based on the definitions in Chapter 3 of the current Threat Rating Guide. See Table 4	Text, 10
		DATA_COLLECTION_DATE	Date the spatial data was collected.	Date (DD/MM/YYYY)
		DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
		FUNDING_SOURCE	Project funding source (ex. UBCM, etc.). See Table 2	Text, 30
PHOTO_LOCATION	Photo locations for sample fuel type photos	PHOTO_REFERENCE	Photo numbers for all sample fuel type photos taken at this location.	Text, 100
		DATA_COLLECTION_DATE	Date the spatial data was collected.	Date (DD/MM/YYYY)
		DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
		FUNDING_SOURCE	Project funding source (ex. UBCM, etc.). See Table 2	Text, 30
STRUCTURES	Structures within the CWPP boundary and outside the urban density area	STRUCTURE_TYPE	Type of structure (ex. house, church, gas station). See Table 7	Text, 30
		CRITICAL_INFRASTRUCTURE	Qualifier to indicate if the structure is considered critical infrastructure. See Table 8	Text, 5
		DATA_COLLECTION_DATE	Date the spatial data was collected.	Date (DD/MM/YYYY)
		DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
		FUNDING_SOURCE	Project funding source (ex. UBCM, etc.). See Table 2	Text, 30

Additional notes about CWPP submissions:

- Metadata must include methodology in generating fire threat and fuel type layers.
- The CWPP area of interest should cover the WUI area
- Threat plots must be done to a density and standard as outlined in Section 3.2 of the 2012 Wildland Urban Interface Wildfire Threat Assessment Guide. One new plot (or updated plot, if done to a previous standard) must exist in every area considered for a prescription of operational treatment.
- Fuel type must be validated, and updated if required, for the entire CWPP area of interest.
- Only missing structures within the CWPP boundary and outside the urban density area need to be provided. Missing structures are those which are not already contained within the 2012 Provincial Strategic Threat Analysis (PSTA) structure layer.
- For **all** structures, the critical infrastructure qualifier must be specified.
- Maps must contain a descriptive title, scale (as text or scale bar), north arrow, legend, CWPP and GIS consultant company name, Local Government name or First Nation Band number, and the date. The map should include reference data such as roads, water bodies, rivers/creeks. The maps required for this project type are:
  1. Map of CWPP boundary with prioritized proposed treatment areas, land ownership, forestry area-based tenure areas, and other boundary information (municipal, provincial, federal, fire protection areas).
  2. Map of Wildfire Behaviour Threat Class, WUI Threat Class (if applicable), Threat Class plots, CWPP boundary, outline of proposed treatment areas, any previously completed treatments, and fuel type photo locations. Threat Class plots must be labelled with the PLOT\_NUMBER. Previously completed treatments must be labelled with the treatment year. Hectares of each Wildfire Behaviour and WUI Threat Classes must be stated on the map.
  3. Map of the 2012 PSTA interface, spotting and structures data, as well as any additional structures compiled as part of this project, and fire history for the last 30 years. Critical infrastructure, other than what is already contained in the structure layer, should also be shown on the map.
  4. Map of CWPP boundary, fuel type, Mountain Pine Beetle areas, and biogeoclimatic zones. Hectares of each fuel type must be stated on the map.
  5. Map of CWPP boundary with the 2012 Provincial Strategic Threat Analysis (PSTA) fuel type data.

## Attribute Value Reference Tables

**Table 1: Data Collection Method**

<b>DATA_COLLECTION_METHOD</b>	<b>DESCRIPTION</b>
differentialGPS	The data was captured with a differential GPS unit, or was post-processed with information received from known reference stations, to improve data accuracy.
digitizing	The data was converted from an analog map into a digital format using a digitizing tablet connected to a computer.
GISAnalysis	The data was created as a result of a GIS Analysis.
nondifferentialGPS	The data was captured with a GPS unit but was not post-processed or was captured with a GPS unit incapable of doing differential GPS.
orthoPhotography	The data was delineated from an orthophoto (aerial photography).
Photogrammetric	The data was delineated using photographs or images in stereo pairs
satelliteImagery	The data was delineated from a satellite image.
sketchMap	The data was hand sketched, either on an analog map or on-screen.
tightChainTraverse	The data was surveyed with a hand compass and chain to create a closed traverse.

**Table 2: Funding Source**

<b>FUNDING_SOURCE</b>	<b>DESCRIPTION</b>
UBCM	Union of BC Municipalities (includes UBCM/FNESS joint projects)
JOP	Job Opportunities Program (Provincial)
NRCAN	Natural Resources Canada (Federal)
AFI	Aboriginal Forestry Initiative (Federal)
CREW	Crew Projects
CAF	Community Adjustment Fund (Federal)
SELF	Self funded by the local government or First Nation
OTHER	Other funding source

**Table 3: Wildfire Behaviour Threat Class**

<b>FIRE_BEHAVIOUR_THREAT_CLASS</b>	<b>DESCRIPTION</b>
Very Low	These are lakes and water bodies that do not have any forest or grassland fuels. These areas cannot pose a wildfire threat and are not assessed.
Low	This is developed and undeveloped land that will not support significant wildfire spread.
Moderate	This is developed and undeveloped land that will support surface fires only. Homes and structures could be threatened.
High	Landscapes or stands that: <ul style="list-style-type: none"> <li>• are forested with continuous surface fuels that will support regular candling, intermittent crown and/or continuous crown fires;</li> <li>• often include steeper slopes, rough or broken terrain with generally southerly and/or westerly aspects;</li> <li>• can include a high incidence of dead and downed conifers;</li> <li>• are areas where fuel modification does not meet an established standard.</li> </ul>
Extreme	Consists of forested land with continuous surface fuels that will support intermittent or continuous crown fires. Polygons may also consist of continuous surface and coniferous crown fuels. The area is often one of steep slopes, difficult terrain and usually a southerly or westerly aspect.

**Table 4: Wildland Urban Interface Threat Class**

<b>WUI_THREAT_CLASS</b>	<b>DESCRIPTION</b>
N/A	The wildfire behaviour threat class is not high or extreme.
Low	The high or extreme wildfire behaviour threat class polygon is sufficiently distant from any developments to not to have a direct impact on the community. The polygon is likely over two kilometers from any developments.
Moderate	The high or extreme wildfire behaviour threat class polygon is sufficiently distant away from any developments to not to have a direct impact. The polygon is likely over five hundred meters from any developments.
High	The high or extreme wildfire behaviour threat class polygon has the potential to directly impact a community or development. The polygon is within five hundred meters of a community or development(s).
Extreme	The high or extreme wildfire behaviour threat class polygon has the potential to directly impact a community or development. The polygon is immediately adjacent to a community or development(s).

**Table 5: Proposed Treatment Priority**

<b>PRIORITY</b>	<b>DESCRIPTION</b>
Low	The proposed treatment area has a low priority.
Moderate	The proposed treatment area has a moderate priority.
High	The proposed treatment area has a high priority.

**Table 6: Fuel Type**

<b>FUEL_TYPE</b>	<b>DESCRIPTION</b>
C-1	C-1 Spruce Lichen Woodland
C-2	C-2 Boreal Spruce
C-3	C-3 Mature Jack or Lodgepole Pine
C-4	C-4 Immature Jack, Lodgepole Pine, densely stocked Ponderosa Pine, or Douglas Fir
C-5	C-5 Red and White Pine
C-6	C-6 Conifer Plantation
C-7	C-7 Ponderosa Pine or Douglas Fir
D-1/2	D-1/2 Green or Leafless Aspen or Deciduous shrub
S-1	S-1 Jack or Lodgepole Pine slash
S-2	S-2 White Spruce, Balsam slash
S-3	S-3 Coastal Cedar, Hemlock, Douglas-Fir slash
O-1a/b	O-1a/b Matted or Standing Grass
M-1/2	M-1/2 Green or Leafless Mixedwood
M-3/4	M-3/4 Green or Leafless Dead Balsam Fir / Mixedwood
Non-fuel	Non-fuel
Unclassified	Unclassified
Water	Water

**Table 7: Structure Type**

<b>STRUCTURE_TYPE</b>	<b>DESCRIPTION</b>
airport	Airport
ambulance	Ambulance
barn	Barn
cabin	Cabin
church	Church
cityHall	City Hall
college	College
communityHall	Community Hall
courtHouse	Court House
dwelling	Single unit dwelling (house, etc)
ferryTerminal	Ferry Terminal

fireStation	Fire Station
hospital	Hospital
library	Library
multiUnitDwelling	Multi Unit dwelling (apartment, duplex)
museum	Museum
penitentiary	Penitentiary
policeStation	Police Station
postOffice	Post Office
recreation	Recreational building (ski, curling, arena, rec centre)
school	School
transit	Transit
university	University
unspecifiedBuilding	All other building types

**Table 8: Critical Infrastructure**

<b>CRITICAL_INFRASTRUCTURE</b>	<b>DESCRIPTION</b>
YES	Yes, the structure is considered critical infrastructure and is important to public health and safety.
NO	No, the structure is not considered critical infrastructure.