
Strategic Wildfire Prevention Initiative

Fuel Management Prescription Program

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

2013 Program & Application Guide

1. Introduction

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

Fuel Management Prescription Program

A fuel management prescription is a document that identifies and describes the recommended fuel management activities in an identified area in order to lower the Wildfire Threat Rating. Prescriptions ensure that proposed treatments are appropriate and that communities have the information they need to undertake operational fuel treatment projects. For information on completing a prescription and recommended content, please refer to [Appendix 1](#).

The Fuel Management Prescription program assists local governments to develop prescriptions for areas in wildland urban interface that are at risk from wildfires and which were identified as priorities in the CWPP. This guide provides information for the Fuel Management Prescription program, including the process for [local governments](#) (municipalities and regional districts) to apply for funding.

2. Eligible Applicants

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

3. Eligible Projects

In order to qualify for funding, fuel management prescriptions must be:

- A new project (retroactive funding is not available)
- For areas identified in a completed, current CWPP, as defined in the CWPP Program & Application Guide
- Located in/on:
 - Areas within the wildland urban interface
 - Crown land, land owned by the local government, or, if approved in advance by the Fuel Management Specialist, land that is owned by a public institution
 - Areas of extreme or high threat (determined by the 2012 Provincial Strategic Threat Analysis or a Wildland Urban Interface Wildfire Threat Assessment through a CWPP)
- Capable of completion by the applicant within one year from the date of grant approval

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

Eligible Costs & Activities

Eligible activities are outlined below. The Fuel Management Prescription program can contribute a maximum of 75% of the cost of eligible activities and the remainder (25%) 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 Fuel Management Prescription program, eligible activities must be cost-effective and may include:

- Evaluation of the site(s) which must include field reconnaissance and data collection in order to provide an estimate of the stand structure. Please note this activity may take place before the application is submitted provided it is conducted within 12 months of application submission.
- Completion of threat plots as per the *2012 Wildland Urban Interface Wildfire Threat Assessments* guide. Every polygon considered for treatment as part of a prescription must contain a threat plot.
- Updates to existing threat plots and related spatial data to conform to the 2012 WUI Wildfire Threat Assessment standards.
- Assessment(s) that are directly related to the resource values affected by the prescription within the proposed area
- Lay out and traversing of treatment area(s) in the field
- Danger tree assessments
- Preparation of the prescription, maps, spatial data, and metadata (please see [Appendix 1](#) for Prescription content and [Appendix 5](#) for spatial data)
- Staff and contractor costs directly related to the development of a fuel management prescription
- Local government administration costs directly related to the development of a fuel management prescription
- Planning, consultation with stakeholders and public information directly related to the development of a fuel management prescription (as required by land manager)

Ineligible Costs & Activities

Any activity that is not outlined above or 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
- Emergency plans or related activities
- CWPPs or operational projects
- On-going public information
- Local fire department training
- Publication reviews or research
- Prescriptions for private land, land outside the interface or land scheduled for development
- Purchase of machinery and equipment
- Assessments for purposes other than fuel treatment (e.g. building of recreational trails, etc.)
- Staff training costs, including safety and first-aid training
- Other wildfire risk mitigation activities (e.g. development of FireSmart bylaws)
- Work undertaken by the Ministry of Forests, Lands & Natural Resource Operations

In addition, in areas where harvesting for fuel management objectives is identified as a treatment in the prescription, the planning or development of harvesting by existing forest tenure holders will not be funded.

5. Grant Maximum

Eligible activities and costs are outlined in Section 4. The Fuel Management Prescription program can contribute a maximum of 75% of the cost of eligible activities and the remainder (25%) is required to be funded through community contributions.

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

Application Deadlines

Applications for the Fuel Management Prescription 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
- Completed current Threat Assessment Worksheets. See Appendix E of the *2012 Wildland Urban Interface Wildfire Threat Assessments* guide
- Council or Board resolution indicating support for the proposed activities and willingness to provide overall grant management

- Maps and photos that clearly identify the area(s) that are the subject of the application
- If not UBCM funded, a copy of the completed CWPP for the proposed area. If UBCM funded, the CWPP final report, maps and spatial data must be completed, submitted and approved.

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 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:

- Wildfire Threat Rating for the proposed area
- Priority of treatment as identified in completed CWPP
- Community planning and activities as 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)
- Implementation of other non-fuel treatment recommendations identified in a completed CWPP
- 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

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 be submitted electronically and include the following:

- Completed Final Report Form, including signed certification of costs. Please see [Appendix 4](#)
- Copy of the completed prescription that is signed/sealed by the Registered Forest Professional. Please see [Appendix 1](#)
- Threat plot photos (labelled with photo number and cardinality) and 2012 Wildland Urban Interface Wildfire Threat Assessment worksheets, if applicable. Threat worksheets, photos, and spatial data submitted with a CWPP do not need to be resubmitted.
- Maps, spatial data, and metadata 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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Payments

Grants under the Fuel Management Prescription 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

Additional Information

- For more information about the funding program, please visit www.ubcm.ca or contact Local Government Program Services at UBCM at (250) 356-5134 or lgps@ubcm.ca
- A fuel management prescription template is available on the UBCM website. This is a sample template and other formats are acceptable with consultation with the local Fuel Management Specialist.
- The *2012 Wildland Urban Interface Wildfire Threat Assessments* guide and worksheet is available on the UBCM website.
- FireSmart Canada provides resources for homeowners, industry and governments to lessen the effects of wildfire. For more information and to learn about the Community Recognition Program, visit www.firesmartcanada.ca.

Appendix 1: Completing a Fuel Management Prescription

A fuel management prescription is a document that identifies and describes the recommended fuel management activities in an identified area in order to lower the Wildfire Threat Rating. Prescriptions ensure that proposed treatments are appropriate and that communities have the information they need to undertake operational fuel treatment projects.

Who Should be Involved

Forest professionals play a key role in fuel management endeavours in BC - such as the development of prescriptions. 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.

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 developing a fuel management prescription.

Required Content for Fuel Management Prescriptions

The Fuel Management Prescription program does not dictate a specific format for fuel management prescriptions; however, a fuel management prescription template is available on the Fuel Management Information website. This is a sample template and other formats are acceptable with consultation with the local Fuel Management Specialist.

To qualify for SWPI funding, a prescription must be developed, signed and sealed by a Registered Forest Professional and must:

- Contain measures to lower the Wildfire Threat Rating by lowering crown bulk density, reducing ladder fuels and decreasing surface fuel loadings
- Be developed according to site ecology and predicted wildfire behaviour and include consideration of other values and concerns, including higher level land management plans and public concerns
- Include fuel treatments that are anchored, accessible/defensible and designed according to expected fire spread and intensity
- Align with the eligible fuel treatment activities identified in the Community Operational Fuel Treatment Program & Application Guide. These include the following stand treatment and debris management techniques:
 - Prescribed fire, including pile burning and broadcast burning
 - Pruning
 - Tree felling, including hand and mechanical tree felling
 - Thinning, including hand and mechanical thinning
 - Tree planting for species conversion
 - Piling, including hand and mechanical piling
 - Debris management, including lop and scatter, chipping, mastication and grinding
 - Debris removal, including chip removal, hog fuel removal and slash removal
 - Tree removal, including sawlog, firewood and forest other products

When a prescription is proposed for Crown Land, authorization is required from the land manager and the applicant is required to consult with the land manager in order to ensure that the prescription meets local requirements. In addition, when the use of open fire is prescribed as a treatment, the Open Burning Smoke Control regulations and any local government burning bylaws must be considered.

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.

Appendix 2: Community Contributions & Other Grants

Eligible activities and costs are outlined in Section 4. The Fuel Management Prescription program can contribute a maximum of 75% of the cost of eligible activities and the remainder (25%) 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 fuel management prescription project (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 Fuel Management Prescription 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 75% = \$15,000
Other grants totaling \$8,000 Excess funding = \$3,000
75% of project cost is \$15,000 UBCM Grant = \$12,000

Appendix 3: Sample Application Form

Fuel Management Prescription 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 Fuel Management Prescription Program Guide.

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

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

SECTION 2: PROJECT INFORMATION
1. NAME OF PROJECT.
2. DESCRIPTION. Please provide a geographic description of the proposed area, including treatment units as identified in the CWPP. Date of current CWPP:
3. PROPOSED NUMBER OF HECTARES TO BE INCLUDED. Please provide the <u>gross and net hectares</u> to be assessed. If applicable, please separate hectares on Crown land from hectares on local government land.
4. MOUNTAIN PINE BEETLE AFFECTED TIMBER. Please indicate if this project includes Mountain Pine Beetle fuel type: <input type="checkbox"/> Yes <input type="checkbox"/> No
5. CURRENT THREAT RATING OF PROPOSED AREA. Please indicate the current threat rating. Please note: the <i>2012 Wildland Urban Interface Wildfire Threat Assessments</i> guide and worksheet <u>must</u> be used and submitted.
6. OTHER ACTIVITIES. 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).

7. REVIEW OF APPLICATION. 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: |

8. CONSULTANT INFORMATION. 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 consultant(s):

Prescription 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 prescription.

SECTION 3: PROPOSED ACTIVITIES & COSTS	
Activity	Proposed Cost
Evaluation of the site(s), field reconnaissance, data collection and inventory of stand structure	\$
Completion of threat plots as per the 2012 Wildland Urban Interface Wildfire Threat Assessments guide.	\$
Updates to existing threat plots and related spatial data to conform to the 2012 WUI Wildfire Threat Assessment standards.	\$
Assessment(s) that are directly related to the resource values affected by the prescription within the proposed area	\$
Lay out and traversing of treatment area(s) in the field	\$
Danger tree assessments	\$
Preparation of the prescription, maps, spatial data, and metadata	\$
Staff and contractor costs directly related to the development of a fuel management prescription. <u>Please describe:</u>	\$
Local government administration costs directly related to the development of a fuel management prescription. <u>Please describe:</u>	\$
Planning, consultation with stakeholders and public information directly related to the development of a fuel management prescription. <u>Please describe:</u>	\$
Other proposed activities. <u>Please describe:</u>	\$

Total Proposed Costs:	\$
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The Fuel Management Prescription program can contribute a maximum of 75% of the cost of eligible activities and the remainder (25%) is required to be funded through community contributions.

Total Grant Requested (75% of total cost):	\$
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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:

SECTION 4: OTHER GRANTS	
Grant(s) Description:	Estimated Grant Value
	\$

SECTION 5: SIGNATURE (To be signed by Local Government Applicant)
I certify that the area covered by the proposed prescription: (1) is not scheduled for development; (2) is not scheduled for sale; and (3) 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 attachments are 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.
- Maps and photos that clearly identify the area(s) that are the subject of the application
- If not UBCM funded, a copy of the completed CWPP for the proposed area. If UBCM funded, the CWPP final report, maps and spatial data must be completed, submitted and approved.

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

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Appendix 4: Sample Final Report Form

Fuel Management Prescription 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 Fuel Management Prescription Program & Application Guide.

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

SECTION 2: PROJECT INFORMATION
1. NUMBER OF HECTARES UNDER PRESCRIPTION. Please provide the <u>gross and net hectares</u> assessed.
2. EXPECTED THREAT RATING (POST-TREATMENT). Please note: the <i>2012 Wildland Urban Interface Wildfire Threat Assessments</i> guide and worksheet <u>must</u> be used and submitted.
3. CONSULTANT INFORMATION. Please provide the name and credentials of consultant(s) (or staff if prescription was completed internally) that completed the work. Prescription Consultant: GIS Consultant:

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 prescription and provide a brief description of the actual cost.

SECTION 3: ACTUAL COSTS (exclusive of eligible HST rebate)	
Activity	Actual Cost
Evaluation of the site(s), field reconnaissance, data collection and inventory of stand structure. <u>Please describe:</u>	\$
Completion of threat plots as per the 2012 Wildland Urban Interface Wildfire Threat Assessments guide. <u>Please describe:</u>	\$

Updates to existing threat plots and related spatial data to conform to the 2012 WUI Wildfire Threat Assessment standards. <u>Please describe:</u>	\$
Assessment(s) that are directly related to the resource values affected by the prescription within the proposed area. <u>Please describe:</u>	\$
Lay out and traversing of treatment area(s) in the field. <u>Please describe:</u>	\$
Danger tree assessments. <u>Please describe:</u>	\$
Preparation of the prescription, maps, spatial data, and metadata. <u>Please describe:</u>	\$
Staff and contractor costs directly related to the development of a fuel management prescription. <u>Please describe:</u>	\$
Local government administration costs directly related to the development of a fuel management prescription. <u>Please describe:</u>	\$
Planning, consultation with stakeholders and public information directly related to the development of a fuel management prescription. <u>Please describe:</u>	\$
Other <u>approved</u> activities. <u>Please describe:</u>	\$
Total Actual Costs:	\$

The Fuel Management Prescription program can contribute a maximum of 75% of the cost of eligible activities and the remainder (25%) is required to be funded through community contributions.

Total Requested Grant (75% of total cost):	\$
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As outlined in Appendix 1 of the Program & Application Guide, in no circumstance 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 prescription.

SECTION 4: OTHER GRANTS	
Grant(s) Description:	Actual Grant Value
	\$

For administrative use only:

Total Eligible Grant:	\$
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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.

SECTION 5: CERTIFICATION OF COSTS (to be signed by Chief Financial Officer)

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 electronically, as part of your final report:

- Copy of the completed prescription that is signed/sealed by the Registered Forest Professional. Please see [Appendix 1](#).
- Threat plot photos (labelled with photo number and cardinality) and 2012 Wildland Urban Interface Wildfire Threat Assessment worksheets, if applicable.
- 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).

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Appendix 5: Maps & Spatial Data Submissions

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.

Specific Submission Requirements by Project Type - Prescription

Feature Layer Name	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
PRESC_PROJECT_BOUNDARY	A single or multi-part dissolved polygon layer defining the <u>net</u> area under prescription	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
PRESC_TREATMENT_UNIT	Prescription treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
		CURRENT_FUEL_TYPE	Current treatment unit fuel type. See Table 6	Text, 15
		PROJECTED_FUEL_TYPE	Projected post treatment fuel type. See Table 6	Text, 15
		LOCATION_NAME	Geographic description of the treatment unit	Text, 50
		CUR_FIRE_BEHAVIOUR_THREAT_CLS	Current treatment unit threat class. See Table 3	Text, 10
		PROJ_FIRE_BEHAVIOUR_THREAT_CLS	Post treatment unit threat class. See Table 3	Text, 10
		CURRENT_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
		PROJECTED_STEMS_PER_HA	Post treatment unit density stems per hectare	Long integer
		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

Prescription data requirements continued:

Feature Layer Name	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
PRESC_STAND_TREATMENT	Prescription stand treatment area	STAND_TREATMENT_TECHNIQUE	Broad category of technique used for the prescribed stand treatment activity. See Table 9.	Text, 20
		STAND_TREATMENT_METHOD	Method used to perform the prescribed treatment activity. See Table 9	Text, 20
		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
PRESC_DEBRIS_MGMT	Prescription debris management area	DEBRIS_MGMT_TECHNIQUE	Broad category of technique used for the prescribed debris management activity. See Table 10.	Text, 20
		DEBRIS_MGMT_METHOD	Method used to perform the prescribed debris management activity. See Table 10	Text, 20
		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
THREAT_PLOT (optional – submit only if additional plots were done)	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	Text, 10

			Chapter 3 of the current Threat Rating Guide. See Table 3	
		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

Additional notes about Prescription submissions:

- The Prescription project boundary represents the **net** area under prescription.
- One single or multi-part polygon must be submitted for **each** treatment unit.
- One single or multi-part polygon must be submitted for **each** stand treatment type.
- One single or multi-part polygon must be submitted for **each** debris management type.
- Every polygon considered for treatment as part of a prescription must contain a threat plot. Threat plots must conform to the 2012 WUI Wildfire Threat Assessment standards. Threat Worksheets, photos, and spatial data submitted with a CWPP do not need to be resubmitted.
- Project boundary, treatment unit, stand treatment technique, and debris management technique spatial hectares must match the net hectares stated on the maps and in the report.
- Maps must contain a descriptive title, scale (as text or scale bar), north arrow, legend, Prescription 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 project boundary, treatment units and all new and existing Threat Class plots, with total net project boundary hectares and individual net treatment unit hectares indicated in a table on the map. Treatment Units and Threat Class plots must be labelled with the TREATMENT_UNIT_ID and PLOT_NUMBER, respectively.
 2. Map of project boundary and stand treatment activities, with total net project boundary hectares and individual net stand treatment activity hectares indicated in a table on the map.
 3. Map of project boundary and debris management activities, with total net project boundary hectares and individual net debris management activity hectares indicated in a table on the map.

Attribute Value Reference Tables

Table 1: Data Collection Method

DATA_COLLECTION_METHOD	DESCRIPTION
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

FUNDING_SOURCE	DESCRIPTION
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

FIRE_BEHAVIOUR_THREAT_CLASS	DESCRIPTION
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"> • are forested with continuous surface fuels that will support regular candling, intermittent crown and/or continuous crown fires; • often include steeper slopes, rough or broken terrain with generally southerly and/or westerly aspects; • can include a high incidence of dead and downed conifers; • are areas where fuel modification does not meet an established standard.
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

WUI_THREAT_CLASS	DESCRIPTION
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 6: Fuel Type

FUEL_TYPE	DESCRIPTION
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 9: Stand Treatment Technique

STAND_TREATMENT_TECHNIQUE	STAND_TREATMENT_METHOD
Prescribed Fire	Broadcast Burn
Pruning	Hand
Tree Felling	Hand
Tree Felling	Mechanical
Thinning	Hand
Thinning	Mechanical
Planting	

Table 10: Debris Management Technique

DEBRIS_MGMT_TECHNIQUE	DEBRIS_MGMT_METHOD
Prescribed Fire	Pile Burning
Prescribed Fire	Broadcast Burn
Piling	Hand
Piling	Mechanical
Debris Management	Lop and Scatter
Debris Management	Chipping
Debris Management	Mastication
Debris Management	Grinding
Debris Removal	Chip Removal
Debris Removal	Hog Fuel Removal
Debris Removal	Slash Removal
Tree Removal	Sawlog
Tree Removal	Firewood
Tree Removal	Other product