
Strategic Wildfire Prevention Initiative

Operational Fuel Treatment 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

Community Operational Fuel Treatment Program

Operational fuel management is defined as the process of changing forest fuel to reduce aggressive fire behaviour. This may include treatments such as thinning, spacing and pruning trees, and removal of needles and woody debris from the forest floor. The intent is to reduce fuel load in the forest and reduce the potential for devastating wildfires.

The Community Operational Fuel Treatment program assists local governments and First Nations to undertake operational fuel treatments that are set out in a prescription in areas identified as priorities in the CWPP. The primary objective of the program is to maximize the number of hectares treated in areas that pose the greatest risk of wildfire to communities. This guide provides information for the Community Operational Fuel Treatment 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 able to apply for funding through the FNESS. Information for First Nations applicants is available on the FNESS website at www.fness.bc.ca

3. Eligible Projects

In order to qualify for funding, an operational fuel treatment must be:

- A new project (retroactive funding is not available)
- Identified in a completed CWPP, as defined in the CWPP Program & Application Guide
- Supported by a completed fuel management prescription, as defined in the Fuel Management Prescription Program & Application Guide. If UBCM funded, the prescription final report, maps and spatial data must be completed, submitted and approved before the operational application will be considered.
- 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 Wildland Urban Interface Wildfire Threat Assessment through a CWPP or a Fuel Management Prescription. For maintenance treatments, areas with a moderate threat rating will be considered for funding with appropriate rationale.
- Capable of completion by the applicant within two years 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 Fuel Treatment Costs & Activities

Eligible Costs & Activities

Eligible activities are outlined below. The Community Operational Fuel Treatment program can contribute a maximum of 90% of the cost of eligible activities up to \$400,000 in funding per municipality and First Nation per calendar year and up to \$600,000 in funding per regional district per calendar year. The remainder 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 Community Operational Fuel Treatment program, eligible activities must be cost-effective and meet specific fuel management objectives:

- Eligible fuel treatment activities, including the following stand treatment and debris management techniques, may include:
 - 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 other products
- Development of Smoke Management Plan and Custom Venting Forecast
- Danger tree assessments

- Updates to existing threat plots and related spatial data to conform to the 2012 WUI Wildfire Threat Assessment standards. Every polygon considered for treatment as part of an operational project must contain a threat plot.
- Preparation of maps, spatial data, and metadata (Please see [Appendix 4](#))
- Staff and contractor costs directly related to fuel treatment activities
- Local government administration costs directly related to fuel treatment activities
- Post-treatment signage and public information directly related to completed fuel treatment activities. Please contact UBCM for signage requirements.

Please note the costs related to the development of an existing fuel management prescription (not funded through the SWPI) for the proposed operational fuel treatment will be considered an eligible activity provided that the prescription:

- Meets the requirements of the 2013 Fuel Management Prescription program
- Is signed and sealed by a Registered Forest Professional
- Has been developed within 12 months of submission of the application for funding for the proposed operational fuel treatment

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:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Development of funding application package • Emergency plans or related activities • CWPPs or prescriptions (see note above) • On-going public information • Local fire department training • Publication reviews or research • Purchase of machinery and equipment • Projects on private land, land outside the interface or land that is scheduled for development | <ul style="list-style-type: none"> • Removal of timber/clearing of brush for purposes other than fuel treatment (e.g. building of recreational trails without fuel management objectives, 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 |
|---|--|

5. Grant Maximum & Required Community Contributions

Eligible activities and costs are outlined in Section 4. The Community Operational Fuel Treatment program can contribute a maximum of 90% of the cost of eligible activities up to \$400,000 in funding per municipality or First Nation per calendar year and up to \$600,000 in funding per regional district per calendar year. The remainder is required to be funded through community contributions.

In order to ensure transparency and accountability in the expenditure of public funds, all revenue (e.g. log sales, sale of other forest products, etc.) from the project and 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 1](#) for important information on community contributions, revenues and other grant contributions.

6. Application Process

Application Deadlines

Applications for the Community Operational Fuel Treatment 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 2 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 treatment area. If UBCM funded, the CWPP final report, maps and spatial data must be completed, submitted and approved.
- If not UBCM funded, a copy of the completed prescription for the proposed treatment area. If UBCM funded, the prescription 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 treatment area
- The estimated number of hectares to be treated, cost effectiveness of proposed treatment and proposed project cost per hectare
- Priority of treatment as identified in completed CWPP
- Degree to which the proposed fuel treatment is anchored, accessible/defensible and designed according to expected fire spread and intensity

- 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 Forest Licensees and tenure holders, 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. In cases where other grants are used as a community contribution, 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. 50 hours at \$18/hr for chipping). 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 signatures by the Registered Forest Professional and local government. Please see [Appendix 3](#)
- Photos of fuel conditions before and after fuel treatment. Please note: all photos must possess documentation (in .txt or .doc format) indicating the location of the photo (preferably including latitude/longitude coordinates), the date they were taken, and what the photo represents.
- 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 or prescription do not need to be resubmitted.
- Maps, spatial data, and metadata relating to the project. Please [see Appendix 4](#)

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 Community Operational Fuel Management 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 4](#) 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 2 years 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 or contact Local Government Program Services at UBCM at (250) 356-5134 or 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.

Appendix 1: Community Contributions, Other Grants & Project Revenues

Eligible activities are outlined in Section 4. The Community Operational Fuel Treatment program can contribute a maximum of 90% of the cost of eligible activities up to \$400,000 in funding per municipality and First Nation per calendar year and up to \$600,000 in funding per regional district per calendar year. The remainder is required to be funded through community contributions.

Community Contribution

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, including:
 - Staff time directly related to fuel treatment project (e.g. supervision and travel)
 - Use of local government meeting space or other resources
 - Local government administration of the project and/or 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.*
- Revenue derived from the project. *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 revenue from the project and all other grant contributions for eligible portions of the project must be declared on the Final Report Form.

Revenue Generation

Full-scale, for-profit timber harvesting operations are not eligible under the Community Operational Fuel Treatment program. However, revenue (e.g. log sales, sale of other forest products, etc.) from eligible projects can constitute all or part of the community contribution.

In cases where revenue is in excess of the required community contribution, the excess revenue will be deducted from the total eligible cost of the project and the maximum grant will be calculated based on the net project cost.

Eligible project cost of \$100,000 10% = \$10,000
Revenue of \$25,000 Excess revenue = \$15,000
Net project cost is \$85,000 UBCM Grant (90%) = \$76,500

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 Community Operational Fuel Treatment program. Therefore, when accounting for project costs covered by other grant programs, only those activities that are outlined in Section 4 can be included.

Eligible project cost of \$85,000 Max. UBCM 90% = \$76,500
Other grants totaling \$15,000 Excess funding = \$6,500
100% of project cost is \$85,000 UBCM Grant = \$70,000

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. 50 hours at \$18/hr for chipping). Under no circumstances will the UBCM grant result in payment of more than 100% of the eligible project cost (or net project cost in cases where revenue is generated). In cases where eligible portions of other grant funding - combined with the maximum available UBCM grant - are more than 100% of the eligible project cost, the value of the excess funding will be deducted from the UBCM grant.

Appendix 2: Sample Application Form

Community Operational Fuel Treatment 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 the Community Operational Fuel Treatment Program & Application 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. PROJECT DESCRIPTION. Please provide a geographic description, description of fuel load and objective(s) of the proposed fuel treatment for the area being considered for treatment.

Is this a maintenance treatment? Yes No. If yes, please provide a rationale.

Is this a retreatment? Yes No. If yes, please provide a rationale.

3. PROPOSED NUMBER OF HECTARES. Please provide the gross and net hectares to be treated. If applicable, please separate hectares on Crown land from hectares on local government land.

New area:

Maintenance:

Retreatment:

4. MOUNTAIN PINE BEETLE AFFECTED TIMBER. Please indicate if this project includes Mountain Pine Beetle fuel type.
 Yes No

5. THREAT RATING OF PROPOSED TREATMENT AREA. Please indicate the current (pre-treatment) threat rating and the expected threat rating after the treatment is completed. Please note: the *2012 Wildland Urban Interface Wildfire Threat Assessments* guide and worksheet must 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.

Wildfire Management Branch Fuel Management Specialist Land manager
 Fire Zone staff First Nations' Emergency Services Society
 Local fire officials Other:

8. CONTRACTOR INFORMATION. If a contractor 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).

Operational Treatment Contractor:
GIS Contractor:

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 your operational fuel treatment and provide a brief description of each, including information on the estimated days of work, hourly/daily rates and types of equipment and estimated hours of use.

SECTION 3: PROPOSED FUEL TREATMENT ACTIVITIES & COSTS	
Activity	Proposed Cost
Eligible fuel treatment activities: Stand treatments	
• Prescribed fire, including broadcast burning. <u>Please describe:</u>	\$
• Pruning. <u>Please describe:</u>	\$
• Tree felling, including hand and mechanical tree felling. <u>Please describe:</u>	\$

• Thinning, including hand and mechanical thinning. <u>Please describe:</u>	\$
• Tree planting for species conversion. <u>Please describe:</u>	\$
Eligible fuel treatment activities: Debris Management	
• Prescribed fire, including broadcast burning and pile burning. <u>Please describe:</u>	\$
• Piling, including hand and mechanical piling. <u>Please describe:</u>	\$
• Debris management, including lop and scatter, chipping, mastication and grinding. <u>Please describe:</u>	\$
• Debris removal, including chip removal, hog fuel removal and slash removal. <u>Please describe:</u>	\$
• Tree removal, including sawlog, firewood and other forest products. <u>Please describe:</u>	\$
Development of Smoke Management Plan and Custom Venting Forecast	\$
Danger tree assessments	\$
Updates to existing threat plots and related spatial data to conform to the 2012 WUI Wildfire Threat Assessment standards.	\$
Preparation of maps, spatial data, and metadata	\$
Staff and contractor costs directly related to fuel treatment activities. <u>Please describe:</u>	\$
Local government administration costs directly related to fuel treatment activities. <u>Please describe:</u>	\$
Post-treatment signage and public information directly related to completed fuel treatment activities. <u>Please describe:</u>	\$
Other proposed activities. <u>Please describe:</u>	\$
Total Proposed Costs:	\$

The Community Operational Fuel Treatment program can contribute a maximum of 90% of the cost of eligible activities up to \$400,000 in funding per municipality and First Nation per calendar year and up to \$600,000 in funding per regional district per calendar year. The remainder is required to be funded through community contributions.

Total Grant Requested (90% of total cost to maximums listed above):	\$
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Please note that you will be required to provide detailed information on the community contribution in the final report, including contributions from other grant programs and all project revenues. In cases where other grants are used as a community contribution, 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. 50 hours at \$18/hr for chipping). If information is available now, please complete Sections 4 and 5 below:

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

SECTION 5: REVENUE (all sawlog and forest product sales)	
Revenue(s) Description:	Estimated Revenue
	\$

SECTION 6: SIGNATURE (To be signed by Local Government Applicant)
I certify that the area covered by the proposed operational fuel treatment: (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 operational treatment area. If UBCM funded, the CWPP final report, maps, and spatial data must be completed, submitted and approved.
- If not UBCM funded, a copy of the completed prescription for the operational treatment area. If UBCM funded, the prescription final report, maps, and spatial data must be completed, submitted and approved.

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

E-mail: lgps@ubcm.ca

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

Appendix 3: Sample Final Report Form

Community Operational Fuel Treatment 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 Operational Fuel Treatment Program & Application Guide.

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

PART 1 (Technical Information)

SECTION 2: PROJECT INFORMATION
1. DESCRIPTION OF COMPLETED PROJECT. Please provide a description of the work that was completed, a summary of how the fuel management objectives were met and proposed next steps for the area, including a maintenance schedule (for on-site follow-up treatment)
2. BRIEF SUMMARY OF LESSONS LEARNED.
3. NUMBER OF HECTARES TREATED. Please indicate the <u>gross and net hectares</u> treated for all eligible fuel management activities. If less than the proposed number of hectares were treated, please provide an explanation.
4. POST-TREATMENT THREAT RATING OF TREATMENT AREA. Please indicate the current (post-treatment) threat rating. <i>Please note: the 2012 Wildland Urban Interface Wildfire Threat Assessments</i> guide and worksheet <u>must</u> be used.

SECTION 3: CERTIFICATION OF WORK COMPLETED (to be signed by Registered Forest Professional)
I certify that: (1) the project is complete per the prescription and as described in the approved application; and (2) all work has been performed to accepted professional standards.

Signature:
Name and title:

PART 2 (Administrative & Financial Reporting)

5. NUMBER OF PEOPLE EMPLOYED TO COMPLETE THE PROJECT. Please include the total number of people and the number of days worked per person.

6. CONTRACTOR INFORMATION. Please provide the name and credentials of the contractor(s) (or staff if work was completed internally) that completed the work.

Operational Treatment Contractor:

GIS Contractor:

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 4 below, indicate the hectares treated for each eligible fuel treatment activity, include all actual eligible costs for your project and provide a brief description of the actual cost, including information on the actual days of work, hourly/daily rates and types of equipment and hours of use.

SECTION 4: ACTUAL FUEL TREATMENT COSTS (exclusive of eligible HST rebate)		
Activity	Ha Treated	Actual Cost
Eligible fuel treatment activities: Stand treatments		
<ul style="list-style-type: none"> Prescribed fire, including broadcast burning. <u>Please describe:</u> 		\$
<ul style="list-style-type: none"> Pruning. <u>Please describe:</u> 		\$
<ul style="list-style-type: none"> Tree felling, including hand and mechanical tree felling. <u>Please describe:</u> 		\$
<ul style="list-style-type: none"> Thinning, including hand and mechanical thinning. <u>Please describe:</u> 		\$
<ul style="list-style-type: none"> Tree planting for species conversion. <u>Please describe:</u> 		\$
Eligible fuel treatment activities: Debris Management		
<ul style="list-style-type: none"> Prescribed fire, including broadcast burning and pile burning. <u>Please describe:</u> 		\$
<ul style="list-style-type: none"> Piling, including hand and mechanical piling. <u>Please describe:</u> 		\$
<ul style="list-style-type: none"> Debris management, including lop and scatter, chipping, mastication and grinding. <u>Please describe:</u> 		\$

• Debris removal, including chip removal, hog fuel removal and slash removal. <u>Please describe:</u>		\$
• Tree removal, including sawlog, firewood and other forest products. <u>Please describe:</u>		\$
Development of Smoke Management Plan and Custom Venting Forecast. <u>Please describe:</u>	n/a	\$
Danger tree assessments	n/a	\$
Updates to existing threat plots and related spatial data to conform to the 2012 WUI Wildfire Threat Assessment standards. <u>Please describe:</u>	n/a	\$
Preparation of maps, spatial data, and metadata. <u>Please describe:</u>	n/a	\$
Staff and contractor costs directly related to fuel treatment activities. <u>Please describe:</u>	n/a	\$
Local government administration costs directly related to fuel treatment activities. <u>Please describe:</u>	n/a	\$
Post-treatment signage and public information directly related to completed fuel treatment activities. <u>Please describe:</u>	n/a	\$
Other <u>approved</u> activities. <u>Please describe:</u>		\$
Total:		\$

The Community Operational Fuel Treatment program can contribute a maximum of 90% of the cost of eligible activities up to \$400,000 in funding per municipality and First Nation per calendar year and up to \$600,000 in funding per regional district per calendar year. The remainder is required to be funded through community contributions.

Total Grant Requested (90% of total cost to maximums listed above):	\$
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As outlined in Appendix 1 of the Program & Application Guide, in cases where revenue is in excess of the required community contribution, the excess revenue will be deducted from the total eligible cost of the project and the maximum grant will be calculated based on the net project cost. In Section 5 below, please report all project revenues.

SECTION 5: REVENUE (all sawlog and forest product sales)	
Revenue(s) Description:	Actual Revenue
	\$

In addition, 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 (or net project cost), the value of the excess funding will be deducted from the UBCM grant.

In Section 6, below, please report the full value of the eligible portions of any other grants received.

SECTION 6: OTHER GRANTS	
Grant(s) Description:	Actual Grant Value
	\$

Please note: 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. 50 hours at \$18/hr for chipping).

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 7: 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; 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:

- Threat plot photos (labelled with photo number and cardinality) and 2012 Wildland Urban Interface Threat Assessment worksheets, if applicable.
- Photos of fuel conditions before and after fuel treatment. Please note: all photos must possess documentation (in .txt or .doc format) indicating the location of the photo (preferably including latitude/longitude coordinates), the date they were taken, and what the photo represents
- 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 4. 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)
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Final reports should be submitted directly to Local Government Program Services (UBCM).

E-mail: lgps@ubcm.ca

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

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 - Operational Fuel Treatment

Feature Layer Name	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
OP_PROJECT_BOUNDARY	A single or multi-part dissolved polygon layer defining the <u>net</u> operational 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
OP_TREATMENT_UNIT	Operational treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
		PREV_FUEL_TYPE	Fuel type of the treatment unit prior to the operational project. See Table 6	Text, 15
		POST_FUEL_TYPE	Fuel type of the treatment unit after the operational project. See Table 6	Text, 15
		LOCATION_NAME	Geographic description of the treatment unit	Text, 50
		PREV_FIRE_BEHAVIOUR_THREAT_CLS	Threat class of the treatment unit prior to the operational project. See Table 3	Text, 10
		POST_FIRE_BEHAVIOUR_THREAT_CLS	Threat class of the treatment unit after the operational project. See Table 3	Text, 10
		PREV_STEMS_PER_HA	Density of the treatment unit prior to the operational project.	Long integer
		POST_STEMS_PER_HA	Density of the treatment unit after the operational project.	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

Operational data requirements continued:

Feature Layer Name	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
OP_STAND_TREATMENT	Operational stand treatment area	STAND_TREATMENT_TECHNIQUE	Broad category of technique used for the stand treatment activity. See Table 9	Text, 20
		STAND_TREATMENT_METHOD	Method used to perform the treatment activity. See Table 9	Text, 20
		STAND_TREATMENT_START_DATE	Date the stand treatment activity commenced.	Date (DD/MM/YYYY)
		STAND_TREATMENT_END_DATE	Date the stand treatment activity was completed.	Date (DD/MM/YYYY)
		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
OP_DEBRIS_MGMT	Operational debris management area	DEBRIS_MGMT_TECHNIQUE	Broad category of technique used for the debris management activity. See Table 10	Text, 20
		DEBRIS_MGMT_METHOD	Method used to perform the debris management activity. See Table 10	Text, 20
		DEBRIS_MGMT_START_DATE	Date the debris management activity commenced.	Date (DD/MM/YYYY)
		DEBRIS_MGMT_END_DATE	Date the debris management activity was completed.	Date (DD/MM/YYYY)
		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

Operational data requirements continued:

Feature Layer Name	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
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 Chapter 3 of the current Threat Rating Guide. See Table 3	Text, 10
		WUI_THREAT_SCORE	WUI threat score (from the Wildland Urban Interface 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 before/after fuel condition photos	PHOTO_REFERENCE	Photo numbers for all before/after fuel condition 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

Additional notes about Operational submissions:

- The Operational project boundary represents the **net** operational area.
- 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.

- Project boundary, treatment unit, stand treatment technique, and debris management technique spatial hectares must match the hectares stated on the maps and in the report.
- Every polygon considered for treatment as part of an operational project 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 or prescription do not need to be resubmitted.
- Maps must contain a descriptive title, scale (as text or scale bar), north arrow, legend, Operational 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, and before/after photo locations. Total net project boundary hectares and individual net treatment unit hectares must be 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