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## Strategic Wildfire Prevention Initiative

# Fuel Management Prescription Program

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## 2017 Program & Application Guide (Update)

### 1. Introduction

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The [Strategic Wildfire Prevention Initiative](#) (SWPI) is a suite of funding programs managed through the Strategic Wildfire Prevention Working Group – including the First Nations' Emergency Services Society (FNESS), Ministry of Forests, Lands & Natural Resource Operations (MFLNRO) and the Union of BC Municipalities (UBCM). Funding is provided by the Province of BC and is administered by UBCM.

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

The wildland urban interface (WUI) 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 WUI is the area within 2 kilometres of a community with a minimum density of 6 structures per square kilometre.

The Strategic Wildfire Prevention Initiative includes the following funding streams:

- Development or update of Community Wildfire Protection Plans (CWPP)
- Development of fuel management prescriptions
- Operational fuel treatments, including maintenance treatments
- Fuel management demonstration projects
- SWPI FireSmart Planning grants

### Fuel Management Prescription Program

A fuel management prescription is a document that identifies the objectives and strategies to lower the wildfire hazard in an identified area. Prescriptions ensure that proposed treatments include clearly defined objectives for fuel management that will result in a measurable reduction in the wildfire risk to a value while meeting all legislated and non-statutory requirements. For information on completing a prescription and required template, please refer to Appendix 1.

The Fuel Management Prescription program assists local governments and First Nations to develop prescriptions for areas in the WUI that are at risk from wildfires and which are identified as priorities in the CWPP.

### 2. Eligible Applicants

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All local governments (municipalities and regional districts) and First Nations in BC are eligible to apply.

### 3. Eligible Projects

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In order to qualify for funding, local government applicants must consult with the MFLNRO Fuel Management Specialist, and First Nations applicants with a FNESS Fuel Management Liaison/Specialist,

regarding the proposed project prior to submitting an application. This should include discussions of the status of the CWPP, recent activities on the landbase, consultation with the land manager (e.g. MFLNRO resource district or BC Parks) and Ministry plans.

In addition, fuel management prescriptions must be:

- A new project (retroactive funding is not available)
- For areas identified as a priority in a completed, current CWPP<sup>1</sup> (as defined in the current CWPP Program & Application Guide) or priority areas identified in a Ministry plan if approved in advance by the MFLNRO Fuel Management Specialist. If SWPI funded, the complete CWPP final report must be submitted and approved by the Strategic Wildfire Prevention Working Group prior to submission of the prescription application.
- Located in/on:
  - Areas within the WUI
  - Crown land, land owned by the local government or, if supported by the Fuel Management Specialist or Liaison, land that is owned by a public institution
  - Areas identified as high or extreme Wildfire Risk Class as determined by the Local Wildfire Threat Rating and associated risk factors in a CWPP completed under the 2017 program. If threat assessments were completed prior to 2017, areas identified as extreme or high Wildfire Behaviour Threat Class and extreme or high WUI Threat Class, determined by the 2012 WUI Wildfire Threat Assessment Guide.
  - Areas not identified above, but that link eligible areas for a logical fuel treatment unit, may be considered for funding if supported by an appropriate rationale and approved by the Fuel Management Specialist or Liaison.
- Inclusive of proposed operational fuel treatments that are anchored, accessible/defensible and designed according to expected fire spread and intensity
- Completed on the SWPI Fuel Management Prescription Template (April 2015)
- Capable of completion by the applicant within one year from the date of grant approval
- Developed by a forest professional that is accredited by the Association of BC Forest Professionals (ABCFP). The final prescription must be signed and sealed by a Registered Professional Forester.

### **Fuel Management Prescriptions for Maintenance**

Applications for fuel management prescriptions for maintenance treatments will be considered for funding in areas where previous fuel treatments have been completed and there is clear evidence of the need for maintenance (e.g. fuel load increases, blow down event, understory recruitment).

All applications for fuel management prescriptions for maintenance require a clear written rationale on the need for maintenance and:

- The original, signed and sealed prescription
- Map of the proposed maintenance treatment units and the original treatment units

The relevant sections of the SWPI Fuel Management Prescription Template (April 2015) must be used and all final report requirements, including spatial data, are required to be met for maintenance prescriptions.

Please note: Applicants that received funding through SWPI from 2004-2014 are required to submit any outstanding reporting prior to 2017 applications being considered.

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<sup>1</sup> Generally speaking, CWPPs should be reviewed every five years to ensure the plan is in alignment with the current PSTA, development, completed fuel treatments and FireSmart activities.

## 4. Eligible & Ineligible Costs & Activities

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### Eligible Costs & Activities

Eligible costs are direct costs that are approved by the SWPI Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted (unless specified below).

Under the Fuel Management Prescription program, eligible activities must be cost-effective and may include:

- Consultation with the Fuel Management Specialist or Liaison, land manager (e.g. MFLNRO resource district or BC Parks), forest tenure holders, other local governments, or other stakeholders regarding the proposed prescription. *Please note this activity may take place before the application is submitted provided it is conducted within 12 months of application submission.*
- Information sharing with First Nations, as required by the land manager (e.g. MFLNRO resource district or BC Parks). *Please note this activity may take place before the application is submitted provided it is conducted within 12 months of application submission.*
- Evaluation of the site(s) including field reconnaissance and data collection in order to provide stand structure, soil and eco-typing, threat assessment worksheets, threat rating, and/or fuel loading. *Please note this activity may take place before the application is submitted provided it is conducted within 12 months of application submission.*
- Assessment(s) by a qualified professional 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
- Wildfire modelling to develop treatment specifications (e.g. FuelCalc, CFIS)
- Developing a maintenance plan
- Preparation of the prescription, maps, spatial data, and metadata (See Appendix 1 for information on the required Prescription template, Appendix 3 for mapping requirements and spatial data requirements)
- Staff and contractor costs directly related to the development of the prescription
- Applicant administration costs directly related to the development the prescription
- Public information costs directly related to the development of the prescription

### Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the SWPI Evaluation Committee 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
- Ongoing public information
- Local fire department training
- Publication reviews or research
- Prescriptions for private land, land outside the interface or land scheduled for development
- Danger tree assessments
- Purchase of machinery, equipment and software programs
- Assessments for purposes other than fuel treatment (e.g. recreational trails)
- Staff training costs, including safety and first-aid training
- Other wildfire risk mitigation activities (e.g. FireSmart activities)
- 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

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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.

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.

See Appendix 2 for important information on community contributions and other grant contributions.

## 6. Application Requirements & Process

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### Application Deadlines

*Updated March 2017* - Applications for prescriptions can be submitted at any time; however, funding permitting, applications will only be reviewed three times in 2017. Applicants will be advised of the status of their application within 60 days of the following application deadlines:

- January 27, 2017
- April 28, 2017
- October 6, 2017

### Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- *Updated March 2017* – Wildfire Threat Assessment Information
  - If using a pre-2017 CWPP: Wildfire Threat Assessment worksheets and threat plot photos completed as per the relevant Wildfire Threat Assessment Guide. Previously submitted threat information does not need to be resubmitted; however reference to the previous submission details must be provided.
  - If using a 2017 CWPP: Site Level Fuel Assessment worksheets and plot photos completed as per the relevant Wildfire Threat Assessment Guide. Previously submitted information does not need to be resubmitted; however reference to the previous submission details must be provided.
- Map(s) that clearly identify the proposed treatment units, including:
  - Land status and tenure overlaps (e.g. range, woodlots, area-based WHAs)
  - *Updated March 2017* – Wildfire Threat Assessment Information
    - If using a pre-2017 CWPP: Fire Behaviour/WUI Threat Class and threat plot locations
    - If using a 2017 CWPP: Wildfire Risk and fuel assessment plot locations
  - Previously completed treatments (labelled by year)
- If not SWPI funded, a copy of the completed CWPP for the proposed area. If SWPI funded, the complete CWPP final report must be submitted and approved by the Strategic Wildfire Prevention Working Group prior to the submission of the prescription application.

- In addition to the above requirements, applications for maintenance prescriptions must also include:
  - The original, signed and sealed prescription
  - Map of the proposed maintenance treatment units and the original treatment units

Please note: Applicants that received funding through SWPI from 2004-2014 are required to submit any outstanding reporting prior to 2017 applications being considered.

### **Submission of Applications**

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications (from local governments and First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

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

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

### **Review of Applications**

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

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

- Wildfire Risk or Fire Behaviour/WUI Threat Class for the proposed area
- Priority of treatment as identified in completed CWPP, Ministry plans and rationale for proposed treatment units
- Community involvement in wildfire risk mitigation in the past 2 years (as described in Sections 5 and 6 of the [2017 CWPP Template](#)), including:
  - Fuel management
  - FireSmart planning and activities
  - Community education
  - Local government wildfire response resources
- Collaboration with land manager (e.g. MFLNRO resource district or BC Parks), neighbouring First Nations and local governments, fire departments, BC Wildfire Service, and local forest industry
- Cost-effectiveness of development of the proposed prescription

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

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

## **7. Grant Management & Applicant Responsibilities**

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

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. The Strategic Wildfire Prevention Working Group reserves the right to audit these records.

## **Notice of Funding Decision**

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

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has one year from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within one year will be closed.

## **Post Grant Approval Meeting**

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

## **Progress 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

## **Changes to Approved Projects**

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the SWPI Evaluation Committee will be required for any significant variation from the approved project.

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

- Revised application package, including updated, signed application form and an updated Council, Board or Band Council resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the Fuel Management Specialist or Liaison and the Evaluation Committee.

Applicants are responsible for any cost above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## **Extensions to Project End Date**

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by the Strategic Wildfire Prevention Working Group. Extensions will not exceed one year.

## **Consultation with Fuel Management Specialist or Liaison**

Applicants must consult with the Fuel Management Specialist or Liaison in timely manner before and during the prescription development process and when a draft prescription is completed. The Fuel Management Specialist or Liaison provides guidance, technical expertise and connections to MFNLRO resource district and fire zone.

This will ensure linkage of the fuel management prescription to existing or proposed Ministry plans that provide guidance for fuel break development, legal objectives and best practices for management of other resource values. This also assists with the final technical review of the prescription and grant payment.

### **Working with Forest Professionals**

Many aspects of fuel management fall under the practice of professional forestry as outlined in the *British Columbia Foresters Act* and the [ABC FP Interim Guidelines – Fire and Fuel Management](#), which includes sections on professional practice and forest professional considerations for fuel management.

Fuel management prescriptions must be completed by a qualified forest professional as outlined above. Due to the complex nature of wildfire threat/risk assessment, planning for and implementation of fuel treatments in BC, the BC Wildfire Service has updated and developed a [set of tools](#) to aid in determining the wildfire threat/risk, fuel treatments design, and implementation.

## **8. Final Report Requirements & Process**

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### **Required Final Report Contents**

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form, including signatures by the applicant and the Registered Forest Professional
- Copy of the completed prescription that is signed and sealed by the Registered Forest Professional (see Appendix 1)
- *Updated March 2017 – Wildfire Threat Assessment Information*
  - If using a pre-2017 CWPP: Updated or new Wildfire Threat Assessment worksheets and threat plot photos completed as per the relevant Wildfire Threat Assessment Guide
  - If using a 2017 CWPP: Site Level Fuel Assessment worksheets and fuel assessment plot photos completed as per the relevant Wildfire Threat Assessment Guide
- Copy of the email from the land manager (e.g. MFLNRO resource district or BC Parks) confirming *First Nations Information Sharing* has been completed
- Georeferenced PDF maps (See Appendix 3)
- Spatial data, metadata, methodology relating to the project and a spatial data summary (See Appendix 3)

Please note: Prescription final reports must be submitted and approved prior to submission of operational treatment or demonstration project applications. Generally speaking, the Strategic Wildfire Prevention Working Group requires 60 days to review complete final reports.

### **Submission of Final Reports**

All final reports (from local governments and First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

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

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

### **Review of Final Reports**

UBCM will perform a preliminary review of all final reports to ensure the required report elements (identified above) have been submitted.

Following this, all complete final reports will be subject to three approval processes:

- Administrative approval – To ensure expenditures align with the approved budget, review certified costs (including other grant contributions and project revenue) and calculate the total eligible grant
- Technical approval – To ensure the completed project achieved the intent of the approved application and meets the requirements for funding identified in the 2017 Fuel Management Prescription Program & Application Guide
- Spatial data approval – To ensure the completed spatial data meets the requirements for spatial data identified in the 2017 Fuel Management Prescription Program & Application Guide

Final grant payment will not be approved until administrative, technical and spatial data approvals are complete.

## 9. Additional Information

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- For more information about the [Strategic Wildfire Prevention Initiative](#):
  - **Local governments:** contact Local Government Program Services at UBCM at (250) 356-2947 or [swpi@ubcm.ca](mailto:swpi@ubcm.ca)
  - **First Nations:** contact Forest Fuel Management Department at FNESS at (250) 377-7600 or [ffminfo@fness.bc.ca](mailto:ffminfo@fness.bc.ca)
- Visit the [BC Wildfire fuel management website](#) for resources and contact information
- The Wildfire Threat Assessment Guide and Worksheets are available on the [SWPI webpage](#)
- [FireSmart Canada](#) provides resources for home and private land owners, industry and governments to lessen the effects of wildfire. Information is also available for the FireSmart Community Recognition Program.



## **Appendix 1: Completing a Fuel Management Prescription**

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To be eligible for funding, all prescriptions must be completed on the SWPI Fuel Management Prescription Template (April 2015).

The prescription must be developed and signed and sealed by a forest professional that is accredited by the ABCFP and must:

- Comply with applicable legislation and regulations. When the use of open fire is prescribed as a treatment, the *Open Burning Smoke Control* regulations and any local government or First Nation burning bylaws must be considered.
- Identify treatment unit objectives, targets and measures for the modification of fire behaviour (head fire intensity, crown fire initiation and spread, spotting, etc.) that will guide the development of fuel treatment targets for:
  - Surface fuel loading
  - Basal area retention
  - Crown base height
  - Stocking standards
  - Species conversion
- Design fuel treatment units that are anchored, accessible, and in consideration of responders for potential suppression opportunities.
- Align with the eligible fuel treatment activities identified in the current Operational Fuel Treatment Program & Application Guide.
- In prescriptions where silvicultural obligations exist, have the appropriate Fire Management Stocking Standards developed and approved by the District Manager.
- In prescriptions with prescribed fire as the treatment, design logical burn units to incorporate natural, existing, or other control lines.
- Evaluate fuel treatment units for commercial timber harvesting viability, as well as bioenergy other forest products and value added opportunities.
- Address post-treatment forest health issues such as bark beetle or wind throw.
- Include a maintenance plan based on the length of time the treatment will be effective, including re-treatment triggers such as increased fuel load (kg/m<sup>2</sup>) or a reduction in inter tree spacing

### **Front Counter BC**

FrontCounter BC is an optional tool that provides status checks and automated referrals. It is a single window service for clients of provincial natural resource ministries and agencies that provides necessary information and authorizations.

Applicants should refer to the Fuel Management Specialist or Liaison for more information about using Front Counter BC.

## Appendix 2: Community Contributions & Other Grants

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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.

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

- Cash contribution from the applicant (e.g. general revenue or reserve funds)
- In-kind contribution from the applicant (or project partner) directly related to activities approved in the application by the Strategic Wildfire Prevention Working Group, including:
  - Staff time directly related to fuel management prescription project (e.g. supervision, travel, financial oversight, project management)
  - Use of applicant's meeting space or other resources
  - Applicant's administration of the project
- Cash or other contributions from the community (e.g. volunteer labour or use of equipment, volunteer professional services, cash donation to the project)
- Other grant funding (please see below)

Unless otherwise specified, community 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 Forests, Lands and Natural Resource Operations).

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 SWPI 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 SWPI grant - are more than 100% of the project cost, the value of the excess funding will be deducted from the SWPI grant.

Eligible project cost of \$20,000 Max. SWPI 75% = \$15,000
Other grants totaling \$8,000 Excess funding = \$3,000
75% of project cost is \$15,000 SWPI Grant = \$12,000

## Appendix 3: Final Report Mapping & Spatial Data Requirements

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Applicants are required to submit large format georeferenced PDF maps that clearly represent (at a suitable scale) all of the features being submitted in the spatial datasets and referred to in the final report.

The minimum content and maps required for prescriptions are:

- Overview: General overview map of the project boundary in relation to communities and other major features and base data. Include data in Section C of Prescription Template
- Fuel Treatment Prescription Map (as per [Prescription Template - Notes to Assist](#)) which must include the following items:
  - Updated March 2017 - Treatment unit boundaries (labeled with TREATMENT\_UNIT\_ID)
  - Updated March 2017 – Wildfire Threat Assessment Information
    - If using a pre-2017 CWPP: All new and existing threat class plots labeled with PLOT\_NUMBER
    - If using a 2017 CWPP: Fuel Assessment plots labeled with PLOT\_NUMBER
  - Reserves (including wildlife tree retention areas, riparian reserve zones, etc.)
  - Streams, Wetlands, Lakes including the class and identification number/name
  - Existing and proposed roads and skid trails (labeled)
  - Existing or proposed stream crossing structures (culverts, bridges)
  - Any other values or features that should be mapped (i.e. Goshawk nests, bear dens, range fencing, power lines, a licensed waterworks that is within 100 m of proposed treatment, etc.)
  - Natural range barriers that may be affected by treatment
  - Any areas of safety concern (i.e. steep slopes, utility lines, etc.)
  - Table with all areas identified in Section C of template including treatment units

### Mandatory Map Requirements

- 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
- Date

The map should also include reference data such as roads, railways, transmission lines, pipelines, water bodies and rivers/creeks. PDF maps should be compressed to reduce unnecessarily large file sizes.

### Spatial Data Requirements

Spatial data for the entire CWPP area must be submitted as part of the final report for all SWPI funded projects. *The Province of BC uses ArcGIS 10.3 and all spatial data submissions must be compatible with ArcGIS 10.3 or lower.*

In addition, some feature layers as identified in the table below, are required in a KMZ format.

**Spatial data must conform to the following general formats, naming conventions and standards.**

1. **Data Format and Naming Conventions:** Data must be submitted in a File Geodatabase (FGDB) and KMZ 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 and KMZ names must adhere to the following naming standard:

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

For example: PrinceGeorge\_RxNorthPG.gdb

PrinceGeorge\_RxNorthPG\_LocaData.gdb

PrinceGeorge\_RxNorthPG.KMZ

FN699\_RxNorthPG.gdb

FN699\_RxNorthPG\_LocalData.gdb

FN699\_RxNorthPG.KMZ

2. **FGDB Projection:** The projection standard is NAD\_1983\_BC\_Environment\_Albers (EPSG: 3005), 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:** *Updated March 2017* - Metadata must be provided for all spatial layers, referenced in project deliverables, which are not defined in this program guide. The metadata standard is North American Profile of ISO 19115:2003 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. Data Source information including where the data came from, the currency of the information and source contact details for potential follow-up
  - d. For resultant datasets, 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. **Submission:** The method for spatial data submission is a FGDB compressed into a zip file and KMZ file(s)
  
6. **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.
  - *Updated March 2017* –
    - If using a pre-2017 CWPP: every polygon considered for treatment as part of a prescription must contain a threat plot. Plots must conform to the relevant Wildfire Threat Assessment Guide.

- If using a 2017 CWPP: every polygon considered for treatment as part of a prescription must contain a fuel assessment plot. Plots must conform to the relevant Wildfire Threat Assessment Guide.
- Project boundary, treatment unit and spatial hectares must match the net hectares stated on the maps and in the final report.
- If more than one data collection method was used, please choose the value that best represents how the information was captured.

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 for Prescriptions – Updated March 2017

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
PRESC_PROJECT_BOUNDARY	YES	Single or multi-part dissolved polygon layer defining the <u>net</u> area under prescription	DATA_COLLECTION_DATE	Date 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	Funding source (ex. SWPI). See Table 2	Text, 30
			AREAHA	Area in hectares	Double
PRESC_TREATMENT_UNIT	YES	Prescription treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
			CURRENT_FUEL_TYPE	Current treatment unit fuel type. See Table 3	Text, 15
			CURRENT_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
			LOCATION_NAME	Geographic description of treatment unit	Text, 50
			DATA_COLLECTION_DATE	Date 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	Funding source (ex. SWPI). See Table 2	Text, 30
AREAHA	Area in hectares	Double			
THREAT_PLOT  (optional – submit only if additional plots were done and using a pre-2017 CWPP)	YES	Field threat plot locations to confirm fire threat	PLOT_NUMBER	Plot number corresponding to Wildfire Threat Worksheet	Text, 7
			THREAT_PLOT_QUALIFIER	Qualifier to indicate whether the threat assessment plot was done before or after the fuel treatments were completed. See Table 8	Text, 5
			FIRE_BEHAVIOUR_THREAT_CLASS	Wildfire behaviour threat class based on definitions in the 2012 WUI Wildfire Threat Assessments Guide. See Table 9	Text, 10
			DATA_COLLECTION_DATE	Date 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	Funding source (ex. SWPI). See Table 2	Text, 30
FUEL_ASSESSMENT_PLOT  (optional – submit only if using a 2017 CWPP)	YES	Field fuel assessment plot locations to confirm site level fuel stratum of a fuel type	PLOT_NUMBER	Plot number corresponding to Fuel Assessment Worksheet	Text, 7
			ECOPROVINCE_CODE	Ecoprovince See Table 10	Text, 5
			FUEL_ASSESSMENT_RATING	Site level Fuel Assessment Rating. See Table 11	Text, 10
			DATA_COLLECTION_DATE	Date 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	Funding source (ex. SWPI). See Table 2	Text, 30

## Attribute Value Reference Tables – Updated March 2017

**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
SWPI	Strategic Wildfire Prevention Initiative (administered by the Union of BC Municipalities)
JOP	Job Opportunities Program (Provincial)
NRCAN	Natural Resources Canada (Federal)
AFI	Aboriginal Forestry Initiative (Federal)
CREW	Crew Projects
CAF	Community Adjustment Fund (Federal)
FESBC	Forest Enhancement Society of BC
SELF	Self funded by the local government or First Nation
OTHER	Other funding source

**Table 3: Fuel Type**

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

**Table 8: Threat Plot Qualifier**

<b>THREAT_PLOT_QUALIFIER</b>	<b>DESCRIPTION</b>
PRE	The threat assessment plot was completed prior to the fuel treatments.
POST	The threat assessment plot was completed after the fuel treatments were finished.



**Table 9: Wildfire Behaviour Threat Class**

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

**Table 10: Ecoprovinces**

<b>ECOPROVINCE_CODE</b>	<b>DESCRIPTION</b>
SAL	Southern Alaska Mountains
NBM	Northern Boreal Mountains
TAP	Taiga Plains
BOP	Boreal Plains
SBI	Sub-Boreal Interior
SIM	Southern Interior Mountains
SOI	Southern Interior
COM	Coast And Mountains
GED	Georgia Depression
NEP	Northeast Pacific
CEI	Central Interior

**Table 11: Site Level Fuel Assessment Rating**

<b>FUEL_ASSESSMENT_RATING</b>	<b>DESCRIPTION</b>
Low	Fires may start and spread slowly. There will be minimal involvement of deeper fuel layers or larger fuels.
Moderate	Forest fuels are drier and there is an increased risk of surface fires starting. There will be involvement of the organic layer but larger dead material will not readily combust.
High	Forest fuels are very dry, new fires may start easily, burn vigorously; aerial fuel will be engaged in the flaming front. Most fuel in the organic layer will be consumed and larger dead fuel will be consumed in the smoldering combustion.
Extreme	Extremely dry forest fuel, new fires will start easily, burn vigorously; all aerial fuel will be engaged in the flaming front. Most fuel in the organic layer will be consumed and larger dead fuel will be consumed in the smoldering combustion.