Strategic Wildfire Prevention Initiative

Community Wildfire Protection Plan & CWPP Update Program

2016 Program & Application Guide

(April 2017 Update)

Please note: As of July 2016, applications for Community Wildfire Protection Plans and updates **are not being accepted**. A revised CWPP program will be launched later this year and applications to this program stream will resume at that time.

1. Introduction

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). 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 (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.

As of January 2016, 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 grants

Community Wildfire Protection Plan Program

A CWPP is a document that defines the threat to human life, property and critical infrastructure from wildfires in an identified area, identifies measures necessary to mitigate those threats and outlines a plan of action to implement the measures. CWPPs incorporate key details of the MFLNRO Fire Management Plans and Five Year Fuel Treatment Plan (if available). For details on required elements of a CWPP, see Appendix 1.

The CWPP program assists local governments and First Nations to develop CWPPs for areas in the WUI that are at risk from wildfires and provides direction for wildfire threat assessment and mitigation.

2. Eligible Applicants

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

3. Eligible Projects

In order to qualify for funding, local government applicants must consult with the MFLNRO's Fuel Management Specialist and First Nations applicants with a FNESS Fuel Management Liaison prior to submitting an application.

There must also be credible evidence of an apparent threat to the community from interface fires. The current Provincial Strategic Threat Analysis (see below) will be used to assist with threat assessment during the approval process.

In addition, to qualify for funding, CWPPs must:

- Be a new project (retroactive funding is not available)
- Assess the threat of wildfire in the WUI
- Contain the required content identified in Appendix 1
- Cover areas that do not have a CWPP or areas where the CWPP is outdated due to changes in land, forest fuel hazards, fire management plans or other factors
- Be capable of completion by the applicant within one year from the date of grant approval
- For elements of the CWPP that fall under the practice of forestry, be developed by a forest professional that is accredited by the Association of BC Forest Professionals

CWPP Updates

Updates to existing CWPPs will be considered for funding in cases where there has been a significant change in the status or condition of an assessed area, resulting in an increase in wildfire threat within or around a community. An increase in wildfire threat can occur when there is a change (planned or past) to land status, forest health, fuel hazards, or stand structure, or when there is community expansion or new community access.

Existing CWPPs may also be candidates for updating if they do not:

- Meet current standards for spatial data or WUI Wildfire Threat Assessments
- Identify management goals, objectives and strategies for developing prescriptions and effective operational treatments
- Consider Landscape Fire Management Plan objectives, strategies or identified fuel breaks

Applications for CWPP Updates must be submitted in consultation with the Fuel Management Specialist or Liaison and must include a rationale for updating an existing CWPP, along with a map of the proposed CWPP Update area indicating specifically where development, environmental or other factors have changed.

> Please note: Applicants that received funding through SWPI from 2004-2013 are required to submit any outstanding reporting prior to 2016 applications being considered.

4. Provincial Strategic Threat Analysis

The Provincial Strategic Threat Analysis (PSTA) is a collection of datasets that are used together to identify interface areas that may be at risk of wildfire. These datasets are meant to be used at a strategic level and at a coarse resolution suitable to the area of the province of BC. These datasets can be used together to prioritize community wildfire protection planning and to guide mitigation of wildfire in areas identified to be at risk. As much of the data has not been ground-truthed it should only be used as a guide during the CWPP process and will need to be verified or ground-truthed to adequately assess wildfire threat or to prioritize treatments.

The current version of the PSTA must be used as a reference for initiating a CWPP and is available at no charge to approved applicants that will be completing a CWPP. Please contact the Fuel Management Specialist or Liaison for access to the PSTA.

5. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Strategic Wildfire Prevention Working Group, 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 CWPP program, eligible activities must be cost-effective and may include:

- Consultation with the Fuel Management Specialist or Liaison, resource district, land manager, other local governments, or other stakeholders regarding the proposed CWPP. *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. *Please note this activity may take place before the application is submitted provided it is conducted within 12 months of application submission.*
- Preparation of the CWPP, including maps, spatial data, and metadata (See Appendix 1 for required CWPP content, Appendix 3 for mapping requirements and Appendix 4 for spatial data requirements)
- Completion of a WUI Wildfire Threat Assessment within the WUI area, including WUI Threat Assessment worksheets
- Updates to existing WUI Wildfire Threat Assessment plots and related spatial data to conform to the current WUI Wildfire Threat Assessment standards (in areas subject to future prescriptions or operational treatments)
- Updated structure and critical infrastructure mapping and updated fuel typing within the WUI (See Appendices 3 and 4)
- Development of a communications strategy and presentation of the CWPP to the Council, Board or Band Council, tenure holders (if applicable), resource district and/or land manager, community organizations, etc. Please note: it is expected that all CWPPs and CWPP updates will be presented to the Council, Board or Band Council.
- Amendments to relevant local government or First Nation plans, bylaws and policies that are specific to the CWPP (e.g. land use, engineering and public works bylaws and policies)
- Staff and contractor costs directly related to the development of the CWPP
- Applicant administration costs directly related to the development of the CWPP
- Public information costs directly related to the development of the CWPP

Local FireSmart Activities as Part of the Community Contribution

Starting in 2014, the following FireSmart activities - undertaken directly by the applicant and not including activities funded by the SWPI FireSmart program - can be claimed as part of the approved applicant's community contribution to the development of a CWPP or CWPP Update.

Community involvement and public education activities, including:

- Establishing a FireSmart Board
- Conducting Community assessments
- Organizing and holding a FireSmart day
- Activities under the FireSmart Canada Community Recognition Program

Eligible FireSmart activities can account for no more than 25% of the total project cost (to a maximum of 25% of $30,000 of eligible project costs). In addition, eligible FireSmart activities may take place before the application is submitted provided they are undertaken within 12 months of application submission.

Applicants will be required to provide certified financial information for all FireSmart activities, in both the application form and final report form.

More information on FireSmart activities and recognition is available at www.firesmartcanada.ca

Ineligible Costs & Activities

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

- Development of funding application package
- Reproduction of maps available from other sources (e.g. BCGW, etc.)
- Reproduction or duplication of existing data available from other sources
- Emergency plans or related activities
- Prescriptions or operational projects
- On-going public information
- Local fire department training
- Assessments for private land

- CWPPs for land outside of 2 km interface boundary
- Assessments for purposes other than fuel treatment (e.g. recreational trails, etc.)
- Staff training costs, including safety and first-aid training
- Publication reviews or research
- Purchase of machinery and equipment
- Work undertaken by the Ministry of Forests, Lands & Natural Resource Operations

6. Grant Maximum

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

For First Nations: the CWPP program can contribute a maximum of 100% of the cost of eligible activities to a maximum of $8,000.

In consultation with the Fuel Management Specialist or Liaison applications from regional districts, or from local governments or First Nations that include multiple communities, are acceptable. In these cases, funding in excess of the maximum amounts identified above may be considered.

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

7. Application Requirements & Process (Updated: July 2016)

Application Deadlines

Applications can be submitted at any time; however, funding permitting, funding decisions will only be made three times in 2016:

- February 2016 – for all eligible applications submitted by January 29, 2016
- May 2016 – for all eligible applications submitted by April 29, 2016
- October 2016 – for all eligible applications submitted by October 7, 2016

Please note: As of July 6, 2016, applications for Community Wildfire Protection Plans and updates **are not being accepted**. A revised CWPP program will be launched later this year and applications to this program stream will resume at that time.

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
- Applications for CWPP Updates **must** also include a map of the proposed CWPP Update area, indicating specifically where development, environmental or other factors have changed

> Please note: Applicants that received funding through SWPI from 2004-2013 are required to submit any outstanding reporting prior to 2016 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.

Local Governments & First Nations:

Please Note: All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: 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.

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

- Demonstrated wildfire threat (including current Provincial Strategic Threat Analysis)
- Status of CWPP (i.e. no CWPP, outdated CWPP or current CWPP)
- Rationale for updating an existing CWPP (refer to Section 3 of this guide)
- Community planning and activities identified by FireSmart Canada:
  o Land use policies, development approval processes and development standards that protect the WUI
  o 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
  o Community involvement and public education (including FireSmart committee, community assessment, FireSmart day and FireSmart Canada Community Recognition)
- Collaboration with neighbouring First Nations and local governments, fire departments, BC Wildfire Service fire zone, and local industry
- Consultation with resource district and/or land manager

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.

8. Grant Management & Applicant Responsibilities

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 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 proposed project prior to commencing work.

Progress Payments

Grants under the CWPP program are paid at the completion of the project and only when the final report requirements have been met. To request a progress payment, approved applicants are required to submit:

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

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 Strategic Wildfire Prevention 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
- Description of new or revised proposed expenditures
- Written rationale for changes to activities and/or expenditures

Please note that the applicant may be required to submit an updated, signed application form and an updated Council, Board or Band Council resolution.

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.

Consultation with Fuel Management Specialist or Liaison, Resource Districts and/or Land Manager

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

Applicants must also engage with local fire zone, resource district and/or land manager. This will ensure linkage of the CWPP to existing or proposed Fire Management Plans that provide guidance for landscape level fuel breaks, legal objectives and best practices for management of other resource values.

The SWPI provides funding for the development of CWPPs and fuel management prescriptions, and for communities to undertake demonstration projects and operational fuel treatments. However, applicants are required by provincial legislation to apply to the local resource district office (or other agencies) for all authorizations to cut and/or remove trees on Crown Land when they are ready to advance to operational treatments.

9. Final Report Requirements & Process

Required Final Report Contents

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

Final Reports must include the following:

- Completed Final Report Form, including signatures by the applicant and the Registered Forest Professional
- Copy of the completed CWPP including all required content identified in Appendix 1
- Georeferenced PDF maps (See Appendix 3)
- Spatial data, metadata, and methodology relating to the project (See Appendix 4)

Submission of Final Reports

Updated April 2017 - All final reports (from local governments <u>and</u> First Nations) should be submitted to:

> Local Government Program Services, Union of BC Municipalities
>
> E-mail: swpi@ubcm.ca   Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Final Reports

Updated April 2017 - UBCM will perform a preliminary review of all final reports to ensure the required report elements (identified above) have been submitted.

Following this, all <u>complete</u> 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 2016 CWPP Program & Application Guide
- Spatial data approval – To ensure the completed spatial data meets the requirements for spatial data identified in the 2016 CWPP Program & Application Guide

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

10. Additional Information

- For more information about the Strategic Wildfire Prevention Initiative, please visit www.ubcm.ca or:

  - o **Local governments:** contact Local Government Program Services at UBCM at (250) 356-2947 or swpi@ubcm.ca

  - o **First Nations:** contact Forest Fuel Management Department at FNESS at (250) 377-7600 or ffminfo@fness.bc.ca

- BC Wildfire Service Fuel Management contact information is available at www.bcwildfire.ca/fuelmanagement

- The current *Wildland Urban Interface Wildfire Threat Assessments* guide and worksheet is available at www.ubcm.ca

- FireSmart Canada provides resources for home and private land owners, industry and governments to lessen the effects of wildfire. For more information and to learn about the FireSmart Community Recognition Program, visit www.firesmartcanada.ca

- Information on resource districts can be found on the Ministry of Forest, Lands & Natural Resource Operations website at www.for.gov.bc.ca/mof/regdis.htm

- The Association of BC Forest Professionals provides multiple documents regarding the roles and responsibilities of forest professional that may be helpful when selecting a consultant or contractor with whom to work. For more information, visit www.abcfp.ca/regulating_the_profession/guidelines.asp

Appendix 1: Completing/Updating a Community Wildfire Protection Plan

A CWPP is a document that defines the threat to human life, property and critical infrastructure from wildfires in an identified area, identifies measures necessary to mitigate those threats and outlines a plan of action to implement the measures. With this information in hand, communities can make planning decisions related to issues such as location of new developments, subdivision and other by-laws, and road access. CWPPs also provide key information for homeowners to encourage FireSmart principles on private lands and should be reviewed annually.

Working with Forest Professionals

Forest professionals play a key role in fuel management in BC - such as the development of CWPPs. In particular, forest professionals accredited by the Association of BC Forest Professionals (ABCFP) who possess a sound understanding of both fire behaviour and resource management are invaluable in planning for and achieving fuel management objectives.

To qualify for SWPI funding, the elements of the CWPP that fall under the practice of forestry must be developed by a forest professional that is accredited by the ABCFP. The forest professional should have a thorough understanding of fire behaviour, fire suppression tactics in the WUI and the related legislation and regulations. Other valuable knowledge for developing a CWPP is an understanding of the FireSmart program, development bylaws, forestry harvesting and fuel management treatment techniques.

Consultation with Fuel Management Specialist or Liaison, Resource Districts and/or Land Manager

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

Applicants must also engage with fire zone, and resource district and/or land manager. This will ensure inclusion of local knowledge and linkages to existing or proposed Fire Management Plans that provide guidance for landscape level fuel breaks, legal objectives and best practices for management of other resource values.

The SWPI provides funding for the development of CWPPs and fuel management prescriptions, and for communities to undertake operational fuel treatments. However, applicants are required by provincial legislation to apply to the local resource district office (or other agencies) for all authorizations to cut and/or remove trees on Crown Land when they are ready to advance to operational treatments.

Required Content for CWPPs

To qualify for SWPI funding, the elements of the CWPP that fall under the practice of forestry must be developed by a forest professional that is accredited by the ABCFP and the CWPP must include the following elements.

Introduction & Community Information

1. **CWPP Goals and Objectives**
   - Goals and objectives of the plan
   - Linkages to MFLNRO Fire Management Plans and Five Year Fuel Treatment Plan (if available)
   - General values of the community related to local forestland

2. **Community Description**
   - Description of the local government or First Nation, including approximate number of homes and developments, population, size in hectares of each community or neighbourhood
   - Identification of First Nation communities in area of interest

- Past forest management or wildfire threat reduction work or programs
- General description of forested areas in and around the community
- Description of road access within the community, including identification of year-round access and seasonal limitations
- Water supply and water bodies in and around the community
- Location of critical infrastructure

Forest, Fuel & Past Wildfire Information

3. Biogeoclimatic Information

- Local biogeoclimatic zones
- Background on typical local wildfire impacts

4. Timber Harvesting Land Base

- Contributions and impacts on short, mid and longer-term timber supply.

Important Forest Health Issues

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

5. Wildfire Behaviour & WUI Wildfire Threat Assessment

- Summary of local fuel types within and around the community, using the Field Guide to the Canadian Forest Fire Behaviour Prediction System (Special Report 11).
- Summary of expected fire behaviour characteristics, using the Field Guide to the Canadian Forest Fire Behaviour Prediction System (Special Report 11)
- Summary of WUI Wildfire Threat Assessment, methodology, and Wildfire Behaviour Threat Class and WUI Threat Class determination within and around the community, using the current WUI Wildfire Threat Assessment Guide and worksheets.

6. Local Wildfire History/Starts and Fire Weather

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

Local Issues, Values & Support

7. Resource Issues and Operational Constraints

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

8. Cultural Heritage Values Overview

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

9. Community Support

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

10. Key Contact, Partnership and Funding Opportunities List

- List of community agencies and partners who may be required to participate in fuel management work.
- List of potential funding partnerships
  - Columbia Basin Trust, Habitat Conservation Fund, Nature Trust, etc.

Existing Plans and Bylaws

11. Fire Management Plans

- Review of MFLNRO Fire Management Plans for relevant information, including values at risk, fuel treatment plans, fuel types, and structure density.

12. Higher Level Plans

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

13. Relevant Legislation and Local Government/First Nation Plans, Bylaws & Policies

- Review of relevant legislation
- Review of local government plans, by-laws or policies (e.g. zoning or Official Community Plan) or First Nation plans, bylaws or policies (e.g. Comprehensive Community Plans)

Recommendations

14. Wildfire Threat Reduction Options

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

15. List of Priority Treatment Areas

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

16. FireSmart

- Discussion of relevant FireSmart principles and requirements to ensure effectiveness of CWPP
- Outline of FireSmart goals and objectives, including detailed action plans

Supplementary Information

17. Threat Assessment

- Prepared per the current WUI Wildfire Threat Assessments guide, including analysis of threat to the community, threat assessment plots, threat assessment worksheets, and photos labelled with photo number and cardinality.
- Threat plots must be done to a density and standard as outlined in Section 3.2 of the current WUI Wildfire Threat Assessment Guide. A minimum of one new plot (or updated plot, if done to a previous standard) must exist in every area considered for a prescription or operational treatment.

18. Georeferenced PDF Maps & Spatial Data

- Specific map and spatial data submissions are required to be submitted and must meet the standards, content and format outlined in Appendix 3 and 4 of the CWPP Program & Application Guide. Sample map and spatial data submissions are available for reference.

19. Photos of Threat Plot Locations & Sample Fuel Types

- Threat plot photos completed as per the current WUI Wildfire Threat Assessments guide

Appendix 2: Community Contributions & Other Grants

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

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

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

Community contributions are eligible from the date of application submission until the final report is submitted*.*

For First Nations: the CWPP program can contribute a maximum of 100% of the cost of eligible activities to a maximum of $8,000.

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 by all applicants.

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 or funds from the SWPI FireSmart grant program which are not eligible as a community contribution).

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

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

Under no circumstances will the 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 50% = $10,000
>
> Other grants totaling $12,000
>   Excess funding = $2,000
>
> 50% of project cost is $10,000
>   SWPI Grant = $8,000

Appendix 3: Full-Size Map Requirements for Final Report (Updated April 2017)

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 CWPPs are:

- CWPP Overview: CWPP boundary with updated CWPP wildland urban interface (WUI) area, prioritized proposed treatment areas, land ownership, relevant tenure areas, values and other boundary information (municipal, provincial, federal, fire protection areas).

- CWPP Wildfire Threat: CWPP Boundary, Wildfire Behaviour Threat Class, WUI Threat Class (if applicable), Threat Class plots, outline of proposed treatment areas, any previously completed treatments. Threat Class plots must be labelled with the PLOT_NUMBER. Previously completed treatments must be labelled with the treatment year. Hectares of each Wildfire Behaviour and WUI Threat Classes must be stated on the map.

- PSTA, Fire History, Critical Infrastructure: CWPP Boundary, PSTA WUI, updated CWPP WUI, Weather Stations, spotting and structures data, as well as any additional structures compiled as part of this project, and fire history for the last 30 years. Critical infrastructure other then what is already contained in the structure layer should also be shown on the map.

- PSTA Fuel Types: CWPP boundary, Updated CWPP WUI, BC Provincial fuel type layer, Mountain Pine Beetle areas, and biogeoclimatic zones. Hectares of each fuel type within the updated CWPP WUI must be stated on the map.

- CWPP Fuel Types: CWPP boundary, Updated CWPP WUI, Updated CWPP fuel type layer, Mountain Pine Beetle areas, and biogeoclimatic zones. Hectares of each CWPP fuel type within the updated CWPP WUI must be stated on the map.

Please note that maps must contain:
- Descriptive title
- Scale (as text or scale bar)
- North arrow
- Legend
- CWPP and GIS consultant company name
- Local government name or First Nation band number
- 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 unnecessary large file sizes.

Appendix 4: Spatial Data Requirements for Final Report (Updated April 2017)

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 10.1 and all spatial data submissions must be compatible with ArcGIS 10.1 or lower.*

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) 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 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:** Metadata must be provided for all additional spatial layers, referenced in the project deliverables, which are not defined in this program guide. 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, 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 file geodatabase (FGDB) compressed into a zip file.

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 - Community Wildfire Protection Plan

Feature Layer Name	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
AOI	CWPP area of interest (should cover the WUI area)	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
FIRE_THREAT	Dataset indicating area and threat class as described in current Threat Rating Guide	FIRE_BEHAVIOUR_THREAT_CLASS	Wildfire behaviour threat class based on definitions in current Threat Rating Guide. See Table 3	Text, 10
		WUI_THREAT_CLASS	WUI threat class based on the definitions in of current Threat Rating Guide. See Table 4	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
		AREAHA	Area in hectares	Double
FUEL_TYPE	Fuel Type	FUEL_TYPE	Fuel Type. See Table 6	Text, 15
		CROWN_BASE_HEIGHT	Crown base (CBH) height for C-6 Fuel type	Short integer
		PERCENT_CONIFER	Percent conifer (PC) for M-1/M-2 Fuel types	Short integer
		PERCENT_HARDWOOD	Percent hardwood (PH) composition for M-1/M-2 Fuel types	Short integer
		PERCENT_DEAD	Percent dead fir (PDF) for M-3/M-4 Fuel Types	Short 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	Funding (ex. SWPI). See Table 2	Text, 30
		AREAHA	Area in hectares	Double
PROPOSED_ TREATMENT	Proposed gross treatment area	PRIORITY	Priority of proposed treatment unit. See Table 5	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
		AREAHA	Area in hectares	Double

Feature Layer Name	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
THREAT_PLOT	Ground truthed threat plot locations to confirm fire threat	PLOT_NUMBER	Plot number corresponding to 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 10	Text, 5
		FIRE_BEHAVIOUR_THREAT_CLASS	Wildfire behaviour threat class based on definitions in current Threat Rating Guide. See Table 3	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
STRUCTURES	Structures within the CWPP boundary and outside the density class 5 area	STRUCTURE_CATEGORY	Structure category (ex. Safety, Communications, Transportation) See Table 14	Text, 50
		CRITICAL_INFRASTRUCTURE	Qualifier to indicate if structure is considered critical infrastructure. See Table 8	Text, 5
		STRUCTURE_CHANGE_TYPE	Type of change. See Table 13.	Text, 15
		STRUCTURE_CHANGE_REASON	Rationale for the change to the structure point (that was provided as part of the PSTA data package).	Text, 250
		STRUCTURE_CHANGE_SOURCE	Origin of Structure data. Should be prefixed with "CWPP" and include the applicant's name. E.g. "CWPP – Cariboo RD".	Text, 75
		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

Additional notes about CWPP submissions:

- All spatial layers in addition to those identified in this guide, that are a key component of the CWPP maps or plan, must be included as part of the spatial submission and must include metadata.
- The CWPP area of interest should cover the updated CWPP WUI area and all proposed treatment areas.
- Fuel types must be validated, and updated if required, for areas within the updated CWPP WUI area.
- Missing structures within the CWPP boundary and outside the density class 5 area need to be provided. Missing structures are those that are not already contained within the current PSTA structure layer. The critical infrastructure qualifier must be specified for these structures.
- The PSTA structure layer must also be returned, with the critical infrastructure qualifier specified for structures outside the density class 5 area.
- Structures where the critical infrastructure qualifier is set to YES must also have the structure category and structure type specified.
- If more than one data collection method was used, please choose the value that best represents how the information was captured.

Attribute Value Reference Tables

Table 1: Data Collection Method

DATA_COLLECTION_METHOD	DESCRIPTION
differentialGPS	Data was captured with a differential GPS unit, or was post-processed with information received from known reference stations, to improve data accuracy
Digitizing	Data was converted from an analog map into a digital format using a digitizing tablet connected to a computer
GISAnalysis	Data was created as a result of a GIS Analysis
nondifferentialGPS	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	Data was delineated from an orthophoto (aerial photography)
Photogrammetric	Data was delineated using photographs or images in stereo pairs
satelliteImagery	Data was delineated from a satellite image
sketchMap	Data was hand sketched, either on an analog map or on-screen
tightChainTraverse	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)
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.

FIRE_BEHAVIOUR_THREAT_CLASS	DESCRIPTION
High	Landscapes or stands that: • 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	Wildfire behaviour threat class is not high or extreme.
Low	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	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	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	High or extreme wildfire behaviour threat class polygon has the potential to directly impact a community or development. The polygon is immediately adjacent to a community or development(s).

Table 5: Proposed Treatment Priority

PRIORITY	DESCRIPTION
Low	Proposed treatment area has a low priority
Moderate	Proposed treatment area has a moderate priority
High	Proposed treatment area has a high priority

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

FUEL_TYPE	DESCRIPTION
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: Critical Infrastructure

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

Table 10: Threat Plot Qualifier

THREAT_PLOT_QUALIFIER	DESCRIPTION
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 13: Structure Change Type

STRUCTURE_CHANGE_TYPE	DESCRIPTION
Addition	New structure or modified location of a PSTA structure point.
Deletion	PSTA structure point that needs to be removed or has been modified (replaced with modified point as noted above).
No Change	No change - keep PSTA structure point as is.

Table 14: Structure Category

STRUCTURE_CATEGORY	DESCRIPTION
Energy and Facilities	Oil & Gas Facilities and Pipelines, Transmission Lines and Facilities, Independent Power Projects
Communications and Information Technology	Weather Stations, Radio Towers
Manufacturing	Manufacturing Plant
Finance	Banks
Health Care	Hospitals, Ambulance
Water	Drinking Water and Sanitation Systems
Transportation	Airports, Railway
Safety	Police Station
Government	City Hall, Educational Institutions, Schools, Court House, Library, Museum, Penitentiary, Post Office
Heritage Site or Property	Cultural Points, other areas
Wildland Structures	Park Wildland Structures, Lodges, Cabins, Camps, other areas
Parks Facilities and Infrastructure	Campgrounds, Picnic Areas
High Value Recreational Infrastructure	Campgrounds, Rec Site and Trailheads
Private Properties and Businesses	Single or Multi Unit Dwellings