**Community Resiliency Investment Program**

**2023 FireSmart Community Funding & Supports**

**Worksheet 1: Proposed Activities & Cost Estimates**

This worksheet is required to be completed for all applications.

Please complete and return the worksheet with the full FireSmart Community Funding & Supports application package. If you have any questions, contact [cri@ubcm.ca](mailto:cri@ubcm.ca) or (250) 356-2947.

For *Regional Projects for Regional District Applications Including Multiple Electoral Areas* **only**, a separate Worksheet 1 is required for each electoral area that is included in the application. Please note that multiple electoral areas can be included in a single Worksheet 1 only if the proposed activities are identical for each electoral area.

**Instructions for Section 2:**

For all applications that include FireSmart positions:

* The certification must be signed
* All staffing costs for eligible activities must be included in the appropriate sections of Worksheets 1 (Section 2), 2 and/or 3
* Training for eligible FireSmart positions must be included in Training & Cross-Training and be clearly linked to the eligible activities that will be undertaken.

For all other proposed activities, indicate the proposed activities and required cost estimate, (including cost calculations) for each proposed activity. For each category, also include the incremental staffing and/or administrative costs and calculate funding request subtotal. In cases where other contributions are included for proposed activities, please clearly distinguish between the requested CRI funding amount and other contributions, including in-kind contributions. Additional cost information may be requested.

**Required Cost Estimate:** Applicants are required to provide a detailed cost estimate for each proposed activity. If a specific cost breakdown is required, complete all fields. Applicants are required to propose costs within the cost maximums that reflect local, reasonable estimates. However, with mitigating circumstances (e.g. remote community), applicants can propose costs higher than the maximums if a rationale is provided and accepted. In all cases, eligible activities must be cost-effective.

**Required Cost Calculation:** In addition to the cost estimate, applicants are required to provide a cost calculation for each proposed activity, using the following:

* Incremental staff and administrative costs: total number of hours x hourly wage or percentage of annual salary.
* Consultant/contractor costs: total number of hours x hourly rate. Please note: if you intend to hire a professional (planner, forester) to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g. social media, planning events or administering rebate programs) consultant rates are expected to be commensurate with the type of activity being undertaken.
* Meeting rooms, equipment rentals: total number of hours x hourly rental charge
* Other goods and services (i.e. educational materials, event costs): include vendor quote or estimate of costs from purchase of similar goods or services within the past 12 months

**Worksheet 1: Proposed FireSmart Activities & Cost Estimates**

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| **SECTION 1: Applicant Information** | **CRI-** *(for administrative use only)* |
| Name of Local Government or First Nation: | Name of Project: |
| For Regional District applications only  Name of Electoral Area: |  |

**SECTION 2: Proposed Activities**

**1. FireSmart Positions**

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| A. Indicate which position(s) you propose to fill with 2023 FSCFS funding, the proposed salary and the number of positions with the required cost calculation:  FireSmart Coordinator:  Local FireSmart Representative:  Wildfire Mitigation Specialist:  Wildfire Forest Professional:  FireSmart Crew Member:  *Note that salaries must align with eligible activities and be broken down in Q2 to Q10 below* | |
| B. Complete the certification for FireSmart positions:  I certify that: (1) I have read and understand the recommended Job Description(s) (2) the primary focus of the position will be to support eligible FireSmart activities but that other activities related to emergency management (i.e. EOC, ESS, evacuations), structural fire and/or forestry (i.e. Indigenous Guardians) are eligible as no more than 20% of job duties. | |
| Name: | Title: |
| Signature\*:  *A certified electronic or original signature is required.* | Date: |

**2. Education – Required for All Applications**

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| **Activity & Description** | **Cost Maximums & Guidance** | **Calculation and Cost Estimate** |
| A. Update signage, social media, applicant websites and/or newsletters, and community education materials or displays. For costs associated with the purchase of FireSmart resources please visit Resources on FireSmartBC.ca. | | |
| Banners: Enter description | *Up to $1,600 (total order)* |  |
| Posters: Enter description | *Up to $215 (total order)* |  |
| Videos specific to community wildfire resiliency: Enter description | *Up to $10,700 each* |  |
| Tents, including walls: Enter description | *Up to $2,140 each* |  |
| Vehicle decals: Enter description | *Up to $750 (total order)* |  |
| T-shirts: Enter description | *Up to $1,070 (total order)* |  |
| Ember mascot costume: Enter description | *Up to $6,000* |  |
| Other educational materials: Enter description |  |  |
| B. Organize and host public information meetings | | |
| Enter description of proposed event(s) | *Up to $5,350 per event* | Event planning:  Venue:  Presenters:  Event costs (e.g. IT, basic catering):  Total activity cost: |
| C. Promote/distribute FireSmart educational materials and resources | | |
| Enter description | *FireSmart Magnetic Board: up to $1,710 each* |  |
| D. Wildfire Community Preparedness Day | | |
| *Events to help people understand the importance of protecting their properties from wildfires.*  Enter description of proposed event(s) | *Up to $5,350 per event* | Event planning:  Venue:  Presenters:  Event costs (e.g. IT, basic catering):  Total activity cost: |
| E. FireSmart day, events and workshops, and wildfire season open houses | | |
| Enter description of proposed event(s) | *Up to $5,350 per event* | Event planning:  Venue:  Presenters:  Event costs (e.g. IT, basic catering):  Total activity cost: |
| F. FireSmart BC Library program | | |
| Enter name of library | *Up to $550 per library* |  |
| G. FireSmart Canada Neighbourhood Recognition | | |
| *FireSmart Canada program that recognizes FireSmart communities*  Enter name of neighbourhood(s) and specific steps to be taken to achieve recognition |  | Form and/or support a FireSmart Committee:  Conduct a Site Visit:  Undertake Neighbourhood Wildfire Hazard Assessments: Include in Category 8 below  Develop a of FireSmart Neighbourhood Plan: Include in Category 8 below.  Implement FireSmart Event:  Submit application for recognition:  Total activity cost: |
| H. Targeted education to support implementation of fuel management activities, including cultural and prescribed fire. | | |
| Enter description |  |  |
| I. Other proposed costs for Category 2 | | |
| Eligible staffing costs: Enter description |  |  |
| Administrative and travel costs: Enter description |  |  |
| Other proposed costs: Enter description |  |  |
| **FUNDING REQUEST SUBTOTAL** |  | **$** |

**3. Community Planning**

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| **Activity & Description** | **Cost Maximums & Guidance** | **Calculation and Cost Estimate** |
| A. Develop CWRP - ***Complete Worksheet 3*** | | |
| B. Amend an existing CWRP or CWPP - ***Complete Worksheet 3*** | | |
| C. Develop policies/practices for FireSmart First Nations land or publicly owned land | | |
| *Refer to: FireSmart BC Landscaping Guide*  Enter description | *Provide estimated incremental staff hours and wages and/or contract cost estimate* |  |
| D. Develop policies/practices for FireSmart First Nations owned buildings and publicly owned buildings | | |
| *Refer to: Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping*  Enter description | *Provide estimated incremental staff hours and wages and/or contract cost estimate* |  |
| E. Complete FireSmart Home Ignition Zone Assessment Score Card, FireSmart Critical Infrastructure Assessment or FireSmart Home Partners Assessment for First Nation and/or publicly owned buildings | | |
| *Assessment form to determine your critical infrastructure's preparedness for wildfire.*  Enter name(s) of critical infrastructure and ownership | Up to $850 per structure (generally 4 to 8 hours) with required cost breakdown in WS1 | Number of structures to be assessed:  Cost per structure: $  Total activity cost: $ |
| F. Other proposed costs for Category 3 | | |
| Eligible staffing costs: Enter description |  |  |
| Administrative and travel costs: Enter description |  |  |
| Other proposed costs: Enter description |  |  |
| **FUNDING REQUEST SUBTOTAL** |  | **$** |

**4. Development Considerations**

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| **Activity & Description** | **Cost Maximums & Guidance** | **Calculation and Cost Estimate** |
| A. Amend OCPs, Comprehensive Community Plans and/or bylaws | | |
| Enter description | *Up to $10,700. Provide estimated incremental staff hours and wages and/or contract cost estimate* |  |
| B. Revise landscaping requirements | | |
| *Refer to: FireSmart BC Landscaping Guide*  Enter description | *Up to $10,700. Provide estimated incremental staff hours and wages and/or contract cost estimate* |  |
| C. Establish Development Permit Areas for Wildfire Hazard | | |
| *Refer to: Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping*  Enter description | *Up to $10,700. Provide estimated incremental staff hours and wages and/or contract cost estimate* |  |
| D. Include wildfire prevention and suppression considerations in the design of subdivisions | | |
| Enter description | *Up to $10,700. Provide estimated incremental staff hours and wages and/or contract cost estimate* |  |
| E. Amend referral processes for new developments to ensure multiple departments are included | | |
| Enter description | *Up to $10,700. Provide estimated incremental staff hours and wages and/or contract cost estimate* |  |
| F. Other proposed costs for Category 4 | | |
| Eligible staffing costs: Enter description |  |  |
| Administrative and travel costs: Enter description |  |  |
| Other proposed costs: Enter description |  |  |
| **FUNDING REQUEST SUBTOTAL** |  | **$** |

**5. Interagency Co-operation**

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| **Activity & Description** | **Cost Maximums & Guidance** | **Calculation and Cost Estimate** |
| A. Community FireSmart Resiliency Committees | | |
| *Refer to: CFRC Guidance Document.*  Enter description | *Up to $2,140 per meeting plus overall coordination costs* | Overall coordination of CFRC:  Meeting planning:  Venue:  Presenters:  Meeting costs (e.g. IT, basic catering):  Total activity cost: |
| B. Integrated fuel management planning or cultural and prescribed fire planning table | | |
| *Planning tables to support the integration of fuel management planning across jurisdictional boundaries.*  Enter description | *Up to $2,140 per meeting* | Meeting planning:  Venue:  Presenters:  Meeting costs (e.g. IT, basic catering):  Total activity cost: |
| C. Indigenous cultural safety and cultural humility training | | |
| Enter description |  | Instructor, tuition or course fee:  Required materials:  Travel:  Number of students:  Cost per student:  Total activity cost: |
| D. 2023 FireSmart BC Conference and WUI Symposium | | |
| Enter description | *Up to $2,000 per attendee, limited to four staff per eligible applicant* |  |
| E. FireSmart BC Plant Program. Enter name of garden centre(s)/nursery | *Up to $2,500 per location* |  |
| F. Other proposed costs for Category 5 | | |
| Eligible staffing costs: Enter description |  |  |
| Administrative and travel costs: Enter description |  |  |
| Other proposed costs: Enter description |  |  |
| **FUNDING REQUEST SUBTOTAL** |  | **$** |

**6. Emergency Planning**

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| **Activity & Description** | **Cost Maximums & Guidance** | **Calculation and Cost Estimate** |
| A. Cross-jurisdictional meetings and tabletop exercises, including seasonal wildfire readiness meetings | | |
| Enter description | *Up to $2,140 per meeting* | Meeting planning:  Venue:  Presenters:  Meeting costs (e.g. IT, basic catering):  Total activity cost: |
| B. Assess community water delivery ability as required for suppression activities | | |
| *Limited to current water system evaluation and available flow analysis:*  Enter description | *Up to $10,700*  *Provide estimated incremental staff hours and wages and/or contract cost estimate* |  |
| C. Assess, inventory and purchase FireSmart structure protection equipment | | |
| *Refer to Appendix 3 for requirements for funding this activity* | *Up to $45,000* | Indicate which phase you are applying for:  Phase 1  Phase 2 (with SPCO approval)  Phase 3 (with SPCO approval)  Phase 4 (with SPCO approval)  Total activity cost: |
| D. Community emergency preparedness events focused on wildfire | | |
| *Refer to: EMBC Wildfire Preparedness Guide*  Enter description of proposed event(s) | *Up to $5,350 per event* | Event planning:  Venue:  Presenters:  Event costs (e.g. IT, basic catering):  Total activity cost: |
| E. Community event focused on Wildfire Evacuation Checklist | | |
| *Refer to: Wildfire Evacuation Checklist.*  Enter description of proposed event(s) | *Up to $5,350 per event* | Event planning:  Venue:  Presenters:  Event costs (e.g. IT, basic catering):  Total activity cost: |
| F. Other proposed costs for Category 6 | | |
| Eligible staffing costs: Enter description |  |  |
| Administrative and travel costs: Enter description |  |  |
| Other proposed costs: Enter description |  |  |
| **FUNDING REQUEST SUBTOTAL** |  | **$** |

**7. FireSmart Training & Cross Training**

For all virtual courses, eligible costs include: course fee (if any), required course materials, and travel (including accommodations and per diems) only if required for internet connection or access too necessary technology.

For all in-person courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems)

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| **Activity & Description** | **Cost Maximums & Guidance** | **Calculation and Cost Estimate** |
| A. Training for FireSmart Positions. *Refer to the recommended job descriptions for the training required for each position. Only qualifications identified in the job descriptions are eligible for funding.* | | |
| For each position applied for in Question 1A, attach a separate list of proposed training. |  | Total activity cost: |
| B. Local FireSmart Representative (LFR) Training. *Refer to Appendix 4 for more information on the FireSmart Canada Neighbourhood Recognition program.* | | |
| *To help community leaders and fire professionals become familiar with and implement all components of the FireSmart Canada Neighbourhood Recognition Program.*  Enter description (optional) | *Free; available online* | Travel if required:  Number of students:  Cost per student:  Total activity cost: |
| C. Home Partners Program – Wildfire Mitigation Specialist training. *Refer to Appendix 4.* | | |
| *Training for property assessment program to help residents identify actions they can take on their property to reduce wildfire risks.*  Enter description (optional) | *No more than $8,000 per workshop*  *No more than $325 per trained WMS for the HPP annual enrollment fees* | Instructor, tuition or course fee:  Required materials:  Travel:  Number of students:  Cost per student:  Total activity cost: |
| D. Home Partners Program – Wildfire Mitigation Specialist annual enrollment fee. *This fee is for those WMS that completed their training in the intake prior and are only renewing their registration with FireSmart Canada.* | | |
| Enter description (optional) | Up to $325 per trained WMS for the HPP enrollment fees. | Number of WMS:  Cost per WMS:  Total activity cost: |
| E. Support local government or First Nation staff that have completed Wildfire Mitigation Specialist training to qualify as facilitators | | |
| Enter description |  | Travel: |
| F. Cross-train fire department members. Training for community members is not eligible. | | |
| Wildfire Risk Reduction Basics Course  *Course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC*  Enter description (optional) | *Free; available online* | Travel:  Number of FD members:  Cost per FD member:  Total activity cost: |
| Fire Life & Safety Educator  *Public education course for fire safety education*  Enter description (optional) | *Available online* | Instructor, tuition or course fee:  Required materials:  Travel:  Number of FD members:  Cost per FD member:  Total activity cost: |
| ICS-100 (Volunteer FS only)  *Introduction to effective system for command, control, and coordination of response at an emergency site*  Enter description (optional) | *Available online* | Instructor, tuition or course fee:  Required materials:  Travel:  Number of FD members:  Cost per FD member:  Total activity cost: |
| SPP-WFF1 Wildland Firefighter Level 1  *Includes S-100, S-185, ICS-100*  Enter description (optional) |  | Instructor, tuition or course fee:  Required materials:  Travel:  Number of FD members:  Cost per FD member:  Total activity cost: |
| S-100 Basic fire suppression and safety and S-100A  *Basic fire suppression training for contract crews and annual refresher*  Enter description (optional) |  | Instructor, tuition or course fee:  Required materials:  Travel:  Number of FD members:  Cost per FD member:  Total activity cost: |
| S-185 Fire entrapment avoidance and safety  *General knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations*  Enter description (optional) |  | Instructor, tuition or course fee:  Required materials:  Travel:  Number of FD members:  Cost per FD member:  Total activity cost: |
| S-231 Engine Boss  *Training for structure protection program in a WUI event*  Enter description (optional) |  | Instructor, tuition or course fee:  Required materials:  Travel:  Number of FD members:  Cost per FD member:  Total activity cost: |
| WSPP-115 and WSPP-FF1  *Training for structure protection unit crews*  Enter description (optional) |  | Instructor, tuition or course fee:  Required materials:  Travel:  Number of FD members:  Cost per FD member:  Total activity cost: |
| Task force leader (for structure protection only)  *Course for wildfire personnel to monitor and assess specialty resources that work together to accomplish a common wildfire task*  Enter description (optional) |  | Instructor, tuition or course fee:  Required materials:  Travel:  Number of FD members:  Cost per FD member:  Total activity cost: |
| Structure Protection Group Supervisor (GrpS) (for structure protection only)  *Course for wildfire personnel to implement assigned portion of the Incident Action Plan and be responsible for all operations conducted in the division/group*  Enter description (optional) |  | Instructor, tuition or course fee:  Required materials:  Travel:  Number of FD members:  Cost per FD member:  Total activity cost: |
| G. Cross-train emergency management personnel | | |
| Introduction to Emergency Management in Canada  *Basic concepts and structure of emergency management*  Enter description (optional) | *Available online* | Instructor, tuition or course fee:  Required materials:  Travel:  Number of students:  Cost per student:  Total activity cost: |
| ICS-100  *Introduction to effective system for command, control, and coordination of response at an emergency site*  Enter description (optional) | *Available online* | Instructor, tuition or course fee:  Required materials:  Travel:  Number of students:  Cost per student:  Total activity cost: |
| H. Other proposed costs for Category 7 | | |
| Eligible staffing costs: Enter description |  |  |
| Administrative and travel costs: Enter description |  |  |
| Other proposed costs: Enter description |  |  |
| **FUNDING REQUEST SUBTOTAL** |  | **$** |

**8. FireSmart Projects for Critical Infrastructure**

To be eligible for funding, all FireSmart Projects for Critical Infrastructure must have a completed FireSmart Home Ignition Zone Assessment Score Card, FireSmart Critical Infrastructure Assessment or FireSmart Home Partners Assessment at the time of application submission.

Eligible projects must be First Nations owned buildings or publicly owned buildings that are currently designated as critical to support effective emergency response to a wildfire event. *For the purpose of FSCFS funding, the following are not eligible as FireSmart Projects for Critical Infrastructure: roads and bridges, gas stations, hotels and transfer stations.*

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| **Activity & Description** | **Cost Maximums & Guidance** | **Calculation and Cost Estimate** |
| A. Completion of recommended mitigation activities identified in the completed assessment, limited to labour and material costs required to complete activities. *Refer to Appendix 5* | | |
| Description of CI: Enter description  Ownership: Enter description  Role in wildfire response: Enter description  Assessment(s) is included with application | *Up to $53,500.* |  |
| B. Completion of FireSmart Home Ignition Zone Assessment Score Card, FireSmart Critical Infrastructure Assessment or FireSmart Home Partners Assessment after mitigation work is complete **(required)** | | |
| Enter description (optional) | *Up to $850 per structure (generally 4 to 8 hours).* | Number of structures to be assessed:  Cost per structure: $  Total activity cost: $ |
| C. Other proposed costs for Category 8 | | |
| Eligible staffing costs: Enter description |  |  |
| Administrative and travel costs: Enter description |  |  |
| Other proposed costs: Enter description |  |  |
| **FUNDING REQUEST SUBTOTAL** |  | **$** |

**9. FireSmart Projects for Community Assets**

To be eligible for funding, all FireSmart Projects for Community Assets must have a completed FireSmart Home Ignition Zone Assessment Score Card, FireSmart Critical Infrastructure Assessment or FireSmart Home Partners Assessment at the time of application submission.

Eligible projects must be buildings or properties owned by local non-profit groups or community associations that are currently designated as critical to support effective emergency response to a wildfire event.

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| **Activity & Description** | **Cost Maximums & Guidance** | **Calculation and Cost Estimate** |
| A. Completion of recommended mitigation activities identified in the completed assessment, limited to labour and material costs required to complete activities. *Refer to Appendix 5* | | |
| Description of asset: Enter description  Ownership: Enter description  Role in wildfire response: Enter description  Assessment(s) is included with application | *Up to $53,500.* |  |
| B. Completion of FireSmart Home Ignition Zone Assessment Score Card, FireSmart Critical Infrastructure Assessment or FireSmart Home Partners Assessment after mitigation work is complete **(required)** | | |
| Enter description (optional) | *Up to $850 per structure (generally 4 to 8 hours).* | Number of structures to be assessed:  Cost per structure: $  Total activity cost: $ |
| C. Other proposed costs for Category 9 | | |
| Eligible staffing costs: Enter description |  |  |
| Administrative and travel costs: Enter description |  |  |
| Other proposed costs: Enter description |  |  |
| **FUNDING REQUEST SUBTOTAL** |  | **$** |

**10. FireSmart Activities for Residential Areas**

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| **Activity & Description** | **Cost Maximums & Guidance** | **Calculation and Cost Estimate** |
| A. Residential Assessments & Rebate Program *Refer to Appendix 6* | | |
| FireSmart Home Ignition Zone Assessments  Enter description | *Up to $265 per structure (generally 2 to 3 hours to complete)* | Number of structures to be assessed:  Cost per structure: $  Total activity cost: $ |
| Offer local rebate programs  Enter description | *Max. rebate is $1,000 per property* | Rebates:  Coordination:  Total activity cost: $ |
| B. FireSmart Canada Neighbourhood Recognition. *Note: the assessment and plan are required to be completed in the same intake. Refer to Appendix 4 for requirements for funding this activity* | | |
| Neighbourhood Wildfire Hazard Assessments  Enter description | *Up to $430 per neighbourhood (generally 3 - 4 hours to complete)*  *Provide estimated incremental staff hours and wages and/or contract cost estimate* |  |
| FireSmart Neighbourhood Plans  Enter description | *Up to $1,070 per neighbourhood*  *Provide estimated incremental staff hours and wages and/or contract cost estimate* |  |
| C. FireSmart Home Partners Assessments | | |
| Enter description | *Initial assessment - Up to $265 per structure (generally 2 to 3 hours to complete)*  *Follow-up inspection - Up to $265 per structure (generally 1 to 2 hours to complete)* | Number of structures to be assessed:  Cost per structure: $  Total activity cost: $ |
| D. Provide off-site debris disposal | | |
| *Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects*  Enter description |  | Coordination:  Venue:  Equipment, including transport:  Disposal costs:  Total activity cost: $ |
| E. Other proposed costs for Category 10 | | |
| Eligible staffing costs: Enter description |  |  |
| Administrative and travel costs: Enter description |  |  |
| Other proposed costs: Enter description |  |  |
| **FUNDING REQUEST SUBTOTAL** |  | **$** |

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| **TOTAL FUNDING REQUEST FOR WORKSHEET 1** |  | **$** |

*Please ensure that the total funding request for FireSmart activities provided here matches the information provided in Question 6 on the Application Form.*