**Community Resiliency Investment Program**

**2023 FireSmart Community Funding & Supports**

**Final Report Worksheet 1**

This worksheet is required to be completed for all applications.

The Final Report Form and Final Report Worksheet 1 are required to be completed for all funded projects.

All questions are required to be answered by typing directly in the worksheet. For detailed instructions regarding final report requirements, please refer to the 2023 FireSmart Community Funding & Supports Program & Application Guide or contact [cri@ubcm.ca](mailto:cri@ubcm.ca) or (604) 270-8226 ext. 220.

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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: Completed Activities and Actual Costs**

In Section 2 below, provide a description of the completed activities, actual cost calculations and total expenditures for each eligible activity that was undertaken. To qualify for funding, all activities must be included in the approved application and as identified in Table 1 of Section 6 of the Program & Application Guide.

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

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| **Description of Completed Activities** | **Total Actual Expenditure & Detailed Cost Calculation** |
| 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 |  |
| Posters |  |
| Videos specific to community wildfire resiliency |  |
| Tents, including walls |  |
| Vehicle decals |  |
| T-shirts |  |
| Ember mascot costume |  |
| Other educational materials: Enter description  Electronic samples of education materials are attached |  |
| B. Organize and host public information meetings | |
| Enter description |  |
| C. Promote/distribute FireSmart educational materials and resources | |
| Enter description |  |
| D. Wildfire Community Preparedness Day | |
| Enter description |  |
| E. FireSmart day, events and workshops, and wildfire season open houses | |
| Enter description |  |
| F. FireSmart BC Library program | |
| Enter name of library |  |
| G. FireSmart Canada Neighbourhood Recognition | |
| 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 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 costs for Category 1 | |
| Eligible staffing costs: Enter description |  |
| Administrative and travel costs: Enter description |  |
| Other proposed costs: Enter description |  |
| **FUNDING REQUEST SUBTOTAL** | $ |

**2. Community Planning**

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| **Description of Completed Activities** | **Total Actual Expenditure & Detailed Cost Calculation** |
| A. Develop a CWRP – ***Complete Final Report Worksheet 3*** | |
| B. Amend an existing plan (i.e. CWRP/CWPP) - ***Complete Final Report Worksheet 3*** | |
| C. Develop policies/practices for FireSmart First Nations land or publicly owned land | |
| Description:  Electronic copy/excerpt of new or updated policy is attached | *Provide actual incremental staff hours and wages and/or contract cost* |
| D. Develop policies/practices for FireSmart First Nations owned buildings and publicly owned buildings | |
| Description:  Electronic copy/excerpt of new or updated policy is attached | *Provide actual incremental staff hours and wages and/or contract cost* |
| E. Complete FireSmart Home Ignition Zone Assessment Score Card or FireSmart Critical Infrastructure Assessment for First Nation and/or publicly owned buildings | |
| Description of CI that were assessed:  All completed assessments are attached | Number of structures assessed:  Cost per structure: $  Total activity cost: $ |
| F. Other proposed activities for Category 2 | |
| Eligible staffing costs: Enter description |  |
| Administrative and travel costs: Enter description |  |
| Other proposed costs: Enter description |  |
| FUNDING REQUEST SUBTOTAL | $ |

**3. Development Considerations**

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| **Description of Completed Activities** | **Total Actual Expenditure & Detailed Cost Calculation** |
| A. Amend OCPs, Comprehensive Community Plans and/or bylaws | |
| Description:  Electronic copy/excerpt of new or updated policy or plan is attached | *Provide actual incremental staff hours and wages and/or contract cost* |
| B. Revise landscaping requirements | |
| Description:  Electronic copy/excerpt of new or updated policy or plan is attached | *Provide actual incremental staff hours and wages and/or contract cost* |
| C. Establish Development Permit Areas for Wildfire Hazard | |
| Description:  Electronic copy/excerpt of new or updated policy or plan is attached | *Provide actual incremental staff hours and wages and/or contract cost estimate* |
| D. Include wildfire prevention and suppression considerations in the design of subdivisions | |
| Description:  Electronic copy/excerpt of new or updated policy or plan is attached | *Provide actual incremental staff hours and wages and/or contract cost* |
| E. Amend referral processes for new developments to ensure multiple departments are included | |
| Description:  Electronic copy/excerpt of new or updated policy or plan is attached | *Provide actual incremental staff hours and wages and/or contract cost* |
| F. Other costs for Category 3 | |
| Eligible staffing costs: Enter description |  |
| Administrative and travel costs: Enter description |  |
| Other proposed costs: Enter description |  |
| FUNDING REQUEST SUBTOTAL | $ |

**4. Interagency Co-operation**

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| **Description of Completed Activities** | **Total Actual Expenditure & Detailed Cost Calculation** |
| A. Community FireSmart Resiliency Committees | |
| Description, including list of participating agencies:  Terms of Reference is attached |  |
| B. Integrated fuel management planning or cultural and prescribed fire planning table | |
| Description, including list of participating agencies:  Terms of Reference is attached |  |
| C. Indigenous cultural safety and cultural humility training | |
| Description: |  |
| D. 2023 FireSmart BC Conference and WUI Symposium | |
| Description: |  |
| E. Other costs for Category 4 | |
| Eligible staffing costs: Enter description |  |
| Administrative and travel costs: Enter description |  |
| Other proposed costs: Enter description |  |
| FUNDING REQUEST SUBTOTAL | $ |

**5. Emergency Planning**

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| **Description of Completed Activities** | **Total Actual Expenditure & Detailed Cost Calculation** |
| A. Cross-jurisdictional meetings and tabletop exercises, including seasonal wildfire readiness meetings | |
| Description, including list of participating agencies: | *Provide actual incremental staff hours and wages and/or contract cost.* |
| B. Assess community water delivery ability as required for suppression activities | |
| Description:  Electronic copy/excerpt of new or updated assessment is attached | *Provide actual incremental staff hours and wages and/or contract cost* |
| C. Assess, inventory and purchase FireSmart structure protection equipment | |
| Description:  Electronic copy/excerpt of new or updated inventory is attached  Electronic list of purchased items including quantity and cost is attached | *Provide actual incremental staff hours and wages and/or contract cost* |
| D. Community emergency preparedness events focused on wildfire | |
| Description: | *Provide actual incremental staff hours and wages and/or contract cost, plus event costs* |
| E. Community event focused on Wildfire Evacuation Checklist | |
| Description: | *Provide actual incremental staff hours and wages and/or contract cost, plus event costs* |
| F. Other costs for Category 5 | |
| Eligible staffing costs: Enter description |  |
| Other proposed costs: Enter description |  |
| Other proposed costs: Enter description |  |
| FUNDING REQUEST SUBTOTAL | $ |

**6. 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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| **Description of Completed Activities** | **Total Actual Expenditure & Detailed Cost Calculation** |
| 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 funded through the FireSmart Community Funding and Supports, attach a separate list of completed training with cost calculation. | Total cost: |
| B. Local FireSmart Representative (LFR) Training | |
|  | Total cost:  Number of students:  Cost per student: |
| C. Home Partners Program – Wildfire Mitigation Specialist training. *Refer to Appendix 4.* | |
|  | Total cost:  Number of students:  Cost per student: |
| D. Home Partners Program – Wildfire Mitigation Specialist annual enrollment fee. | |
|  | Total cost:  Number of WMS:  Cost per WMS: |
| E. Support local government or First Nation staff that have completed Wildfire Mitigation Specialist training to qualify as facilitators | |
|  | Travel: |
| F. Cross-train fire department members. Training for community members is not eligible. | |
| Wildfire Risk Reduction Basics Course | Total cost:  Number of FD members:  Cost per FD member: |
| Fire Life & Safety Educator | Total cost:  Number of FD members:  Cost per FD member: |
| ICS-100 (Volunteer FS only) | Total cost:  Number of FD members:  Cost per FD member: |
| SPP-WFF1 Wildland Firefighter Level 1 | Total cost:  Number of FD members:  Cost per FD member: |
| S-100 Basic fire suppression and safety and S-100A | Total cost:  Number of FD members:  Cost per FD member: |
| S-185 Fire entrapment avoidance and safety | Total cost:  Number of students:  Cost per student: |
| S-231 Engine Boss | Total cost:  Number of students:  Cost per student: |
| WSPP-115 and WSPP-FF1 | Total cost:  Number of students:  Cost per student: |
| Task force leader (for structure protection only) | Total cost:  Number of students:  Cost per student: |
| Structure Protection Group Supervisor | Total cost:  Number of students:  Cost per student: |
| G. Cross-train emergency management personnel | |
| Introduction to Emergency Management in Canada | Total cost:  Number of students:  Cost per student: |
| ICS-100 | Total cost:  Number of students:  Cost per student: |
| H. Other 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 Projects for Critical Infrastructure**

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| **Description of Completed Activities** | **Total Actual Expenditure & Detailed Cost Calculation** |
| A. Completion of recommended mitigation activities identified in the completed assessment, limited to labour and material costs required to complete activities | |
| Description: | *Provide actual incremental staff hours and wages and/or contract cost* |
| B. Completion of FireSmart Home Ignition Zone Assessment Score Card or FireSmart Critical Infrastructure Assessment after mitigation work is complete (**required**) | |
| Description: (optional)  All assessments are attached | Total activity cost: $  Number of structures assessed:  Cost per structure: $ |
| C. Other 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 Activities for Community Assets**

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| **Description of Completed Activities** | **Total Actual Expenditure & Detailed Cost Calculation** |
| A. Completion of recommended mitigation activities identified in the completed assessment, limited to labour and material costs required to complete activities. | |
| Description: | *Provide actual incremental staff hours and wages and/or contract cost* |
| 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)** | |
| Description:  All assessments are attached | Number of structures assessed:  Total activity cost: $  Cost per structure: $ |
| C. Other 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 Activities for Residential Areas**

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| **Description of Completed Activities** | **Total Actual Expenditure & Detailed Cost Calculation** |
| A. Residential Assessments and Rebate Program. Refer to Appendix 5 for funding this activity. | |
| FireSmart Home Ignition Zone Assessments  Description:  HIZ: summary report of all completed assessments and representative sample of completed assessments **with all personal information removed** is attached | Number of structures assessed:  Cost per structure: $  Total activity cost: $ |
| Offer local rebate programs  Description:  List of addresses receiving rebates and rebate amounts is attached | Rebates (including number completed and cost):  Coordination:  *Provide actual incremental staff hours and wages and/or contract cost* |
| B. FireSmart Canada Neighbourhood Recognition | |
| Neighbourhood Wildfire Hazard Assessments  Description:  Completed assessment(s) attached | *Provide actual incremental staff hours and wages and/or contract cost* |
| FireSmart Neighbourhood Plans.  Description:  Completed plan is attached | *Provide actual incremental staff hours and wages and/or contract cost* |
| C. FireSmart Home Partners Assessments | |
| Home Partners Program Wildfire Mitigation Assessments  Description:  Summary Report of completed assessments | Number of structures assessed:  Cost per structure: $  Total activity cost: $ |
| D. Provide off-site debris disposal | |
| Description: |  |
| E. Other costs for Category 9 | |
| 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 3 on the Final Report Form.*