



**FIRST NATIONS'
Emergency Services**

Aboriginal Forestry Initiative

Email: ffminfo@fness.bc.ca
Mail: 712 Mount Paul Way, Kamloops, BC, V2H 1B5
Fax: (250) 377-7610

Fuel Management On-Reserve Prescription Program 2011/12 (fiscal) Application Guide

1. Introduction (Background)

On April 7, 2011 the provincial Minister of Forests, Lands & Natural Resource Operations announced that the Province is investing \$25 million into the Strategic Wildfire Prevention Initiative (SWPI) to protect B.C. communities from the threat of wildfires. SWPI is a suite of funding programs administered by the Union of B.C. Municipalities (UBCM) and managed through the Provincial Fuels Management Working Group. The Initiative is cost-shared with communities (the Provincial contributions required from communities are listed below). The intent of the new SWPI funding is to support Bands and First Nations Bands at risk from wildfire to:

- Develop Community Wildfire Protection Plans (100% funded to \$8000);
- Develop fuel management prescriptions (75% funded, with 25% community contribution);
- Implement fuel management demonstration projects (75% funded, with 25% community contribution), and/or;
- Undertake operational fuel treatment activities (variable from 90% to 75% funded dependent on grant amounts).

Discussions with the Canadian Forest Service (NRCAN) have occurred since the Provincial program roll-out, in order to identify Federal support for on-reserve forest fuel management activities. Funding has recently been secured through the *Aboriginal Forestry Initiative (AFI-FNESS)* to support on-reserve efforts.

The AFI-FNESS project aims specifically on filling the existing gap in the development of the community wildfire protection prescriptions under the provincial Strategic Wildfire Prevention Initiative (SWPI). AFI-FNESS will assist the First Nations already participating in the Provincial SWPI by assisting the communities in meeting their contribution requirements (25%) to complete the fuel management prescriptions off-reserve (Crown lands) and completing prescriptions for on reserve lands.

AFI-FNESS will assist eligible First Nations (funding dependent), with enhancing their forestry business management capacity and operations through participation in the provincial Strategic Wildfire Prevention Initiative that address the wildfire threats and risks to First Nations communities and to their forest assets, and to public safety.

AFI-FNESS will focus on the First Nations businesses that communities will engage in assisting them with the development of their prescriptions.

The primary objective of this Project is to support First Nations forestry businesses in building and enhancing their business management capacity and in increasing contracting opportunities in the area of forest fuel management. The project will assist in developing forest-based business opportunities by assisting new and/or existing community-based and regionally-based First Nations forestry businesses to expand and enhance their contracting potential. This will be achieved by developing and

implementing forest fuel management treatment prescriptions and developing expertise in contract administration and management.

Other objectives include:

- job creation for band members including women and youth in project administration and on FFM work crews;
- skill development and on-the-job training in community wildfire protection planning and forest fuel management treatment operations;
- enhancing business experience and expertise in forest fuel management to pursue future contracting opportunities with government and industry.

On-Reserve Fuel Management Prescriptions

A Fuel management prescription is a document that identifies and describes the recommended fuel management activities in an identified area in order to lower the Wildfire Threat Rating. Prescriptions ensure that proposed treatments are appropriate and that communities have the information they need to undertake operational fuel treatment projects. For information on completing a prescription, please refer to [Appendix 1](#).

The Fuel Management Prescription program assists Bands to develop prescriptions for areas in the wildland urban interface that are at risk from wildfires and which were identified as priorities in the CWPP.

This guide provides information for the AFI-FNESS On-Reserve project, including the process for [First Nations Bands](#) to apply for funding.

FNESS reserves the right to inspect and assess the progress of the project. In addition, please note the approved grant is also subject to the following requirements:

- *The funding is to be used solely for the purpose of the above named funding program and project and for the expenses itemized in the budget that was approved as part of your application;*
- *Appropriation: The payment of monies by Canada under this agreement is subject to there being an appropriation by Parliament for the Fiscal Year in which the payment of monies is to be made.*

Notwithstanding any other provision of this Agreement, Canada may reduce or cancel its financial contribution to the Project upon written notice to the Proponent in the event that the funding levels for the Strategic Partnership Initiative, for the Department of Natural Resources or any other federal government department are changed by Parliament during the term of this agreement. In the event that Canada reduces or cancels its financial contribution, the Parties agree to amend the Project and the Eligible Costs of the Project, namely this agreement, to take into account the reduction or cancellation of Canada's financial contribution.

- *The Band agrees to indemnify and save harmless FNESS and all of its employees, servants, representatives, contractors and funding agents (Canada), from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) brought or made against the Band or its employees, servants, representatives or agents by any person, organization or third party, arising out of or in connection with any failure, breach, non-performance or wrongful or negligent acts by the Band, employees or agents of the Band.*
- *Funds are not transferable to other projects;*

- Applications will only be accepted until February 10, 2012, 4:30 pm or until funds are dispersed or allocated.
- **All project activities must be completed no later than March 31, 2012; (final submissions need to be approved by March 31, 2012, without exception)**

2. Eligible Applicants

Bands identified that meet the criteria identified in Section 3 will be considered as part of the application process. Eligible applicants need to ensure completion of projects by March 31, 2012.

3. Eligible Projects

In order to qualify for funding, fuel management prescriptions (on-reserve) must be:

- A new project (retroactive funding is not available)
- For **on-reserve** areas identified in a completed CWPP as priority treatment units and mapped, as defined in the CWPP Program & Application Guide for the Provincial SWPI (a copy of the completed CWPP for the proposed area).
- Confirmation of current CWPP prescription approval (grant funds committed) with the Provincial SWPI Program
- Located in/on:
 - Areas within the wildland urban interface
 - Reserve Lands
 - Areas of extreme or high threat (determined through a CWPP or Provincial Strategic Threat Analysis)
- Inclusive of measures to lower the Wildfire Threat Rating by:
 - Lowering crown bulk density
 - Reducing ladder fuels
 - Decreasing surface fuel loadings
- Developed according to site ecology and predicted wildfire behaviour and include consideration of other values and concerns, including higher level land management plans and public concerns
- Capable of completion by the applicant, inclusive of final report submission and review/approval from FNESS, no later than March 31, 2012. This includes submission of all invoices required in the financial report.

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs for the activities approved in the application, that are properly and reasonably incurred, with invoices, and that are paid by the Band to carry out eligible activities. Eligible activities must be cost-effective and include:

- Evaluation of the site(s) which may include field reconnaissance and data collection in order to provide an estimate of the stand structure (if required)
- Assessment(s) that are directly related to the resource values affected by the prescription within the proposed area
- Production of prescription, maps and spatial data
- Lay out and traversing of treatment area(s) in the field

- Staff and contractor costs directly related to the development of a fuel management prescription
- Band administration costs directly related to the development of a fuel management prescription
- Planning, consultation with stakeholders and public information directly related to the development of a fuel management prescription

Ineligible Costs & Activities

Any activity that is not outlined above or not directly connected to activities approved in the application is not eligible for funding. This includes:

- Development of funding application package
- Emergency plans or related activities
- CWPPs or operational projects
- On-going public information
- Local fire department training
- Publication reviews or research
- Purchase of machinery and equipment
- Prescriptions for private land, woodlots, land outside the interface or land scheduled for development
- Assessments for purposes other than fuel treatment (e.g. building of recreational trails, etc)
- Staff training costs, including safety and first-aid training
- Other wildfire risk mitigation activities (e.g. development of FireSmart bylaws)
- Work undertaken by the Ministry of Forests, Lands & Natural Resource Operations
- **Timber permit applications through INAC**

In addition, in areas where harvesting for fuel management objectives is identified as a treatment in the prescription, activities such as harvest cruising, harvest layout, consultation associated with harvesting, and fire hazard abatement of harvesting activities **will not be funded**.

5. Grant Maximum

Eligible activities and costs are outlined in Section 4. A maximum of \$6000 will be made available for each grant application to complete on-reserve prescriptions. In addition, a maximum of \$3000 is available to off-set community contribution costs incurred in the development of off-reserve prescriptions through the Provincial SWPI.

In order to ensure transparency and accountability, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

Please see [Appendix 2](#) for important information on other grant contributions.

6. Application Process

Application Deadlines

Applications for the AFI-FNESS program will be solicited from FNESS, and be based upon eligibility criteria identified in the guide.

Required Application Contents

- Completed Application Form. Please see [Appendix 3](#) for a sample form
- Band Council resolution indicating support for the proposed activities and willingness to provide overall grant management
- Maps and photos that clearly identify the area(s) that are the subject of the application

- A copy of the completed CWPP for the proposed area. If UBCM funded, the CWPP final report must be completed, submitted and approved.
- Confirmation of current CWPP prescription approval (grant funds committed) with the Provincial SWPI Program

Submitting an Application

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

E-mail: ffminfo@fness.bc.ca Fax: (250) 377-7610

Mail: 712 Mt Paul Way, Kamloops BC, V2H 1B5

Screening Criteria

FNESS will perform a preliminary review of all applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met.

Following this, all complete, eligible applications will be reviewed and scored by FNESS. Scoring considerations and criteria include the following:

- Wildfire Threat Rating for the proposed area
- Degree to which the applicant is undertaking other wildfire risk mitigation activities, such as:
 - FireSmart and other bylaws (e.g. open burning bylaws)
 - Access/egress and water supply issue mitigation
 - Public awareness programs
 - Implementation of other non-fuel treatment recommendations identified in a completed CWPP
- Provincial Strategic Threat Analysis

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 and funding decisions will be made on a priority basis, based upon available funding.

7. Grant Management & Applicant Responsibilities

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

Bands are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. FNESS reserves the right to audit these records.

Notice of Approval

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

Reporting Requirements

Final Reports must include the following:

- Completed Final Report Form. Please see [Appendix 4](#)
- Copy of the completed prescription that is signed/sealed by the Registered Professional Forester. Please see [Appendix 1](#)
- Spatial data relating to the project. Please see [Appendix 5](#)
 - A clear indication of **jobs to be created**. As an example;

Criteria and Data Capture for the Strategic Partnerships Initiative's Performance Evaluation Matrix – FNESS

1. Did this project involve training?
If so, how many training sessions were held?
2. Did the project result in the creation of a new or expanded Aboriginal business?
How many and what percentage of the businesses have Aboriginal women involved as employees, part-owners, or sole owner?
3. Of all the decision-makers or managers in the project, how many and what percentage are Aboriginal women?
4. What was the number of people involved in this project by gender? How many of the participants were Aboriginal/Non Aboriginal, or youth (under 30 years old)?

	No. of project participants		Amount of Person Weeks*	
	Male	Female	Training	Employment
Aboriginal				
Non-Aboriginal				
Youth (>30 years old)				
Total				

*A person week = total number of hours divided by 37.5

Payments

Grants under the Fuel Management Prescription On-Reserve AFI-FNESS program are paid at the completion of the project and only when the final report requirements have been met, inclusive of the submission of invoices for costs incurred as part of the financial report.

Please refer to [Appendix 5](#) for requirements for spatial data. The final report and payment of grant funding will not be approved until all reporting requirements, including spatial data, are met.

Changes to Funded Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approved applicants are required to advise FNESS of any variation from the approved project as described in the completed Application Form and approval from FNESS will be required for any significant variation from the approved project.

Also, please note that all funded activities are required to be completed and approved by FNESS no later than **March 31, 2012**.

Additional Information

A fuel management prescription template is available on the FNESS website. This is a sample template and other formats are acceptable with consultation from FNESS.

The Wildland Urban Interface Wildfire Threat Rating Guide and form is also available on the FNESS website.

For more information about the funding program, please visit www.fness.bc.ca or contact FNESS at:
 First Nations Emergency Services Society
 Forest Fuel Management Office – Kamloops Regional Office
 Phone: (250) 377-7600
 Fax: (250) 377-7610
 Email: ffminfo@fness.bc.ca

Appendix 1: Completing a Fuel Management Prescription

A Fuel management prescription is a document that identifies and describes the recommended fuel management activities in an identified area in order to lower the Wildfire Threat Rating. Prescriptions ensure that proposed treatments are appropriate and that communities have the information they need to undertake operational fuel treatment projects.

Who Should be Involved

Forest professionals play a key role in fuel management endeavours in BC - such as the development of prescriptions. In particular, Association of BC Forest Professionals members with a sound understanding of both fire behaviour and resource management will be invaluable in planning for, and achieving fuel management objectives.

To qualify for AFI-FNESS funding, a prescription must be developed by a Registered Professional Forester. FNESS Liaisons, Wildfire Management Branch Fuel Management Specialists, local fire officials and local land managers are also valuable resources and may be able to participate in developing a fuel management prescription.

In addition, to include clear employment data, along with business training and development opportunities, local Band expertise should be engaged early (ie. Band led development corporations, etc.).

Required Content for Fuel Management Prescriptions

The AFI-FNESS program does not dictate a specific format for fuel management prescriptions; however, a fuel management prescription template is available on the Fuel Management Information website. This is a sample template and other formats are acceptable with consultation with FNESS in advance.

In the prescription, recommended fuel management activities should meet specific fuel management objectives and align with the eligible fuel treatment activities identified in the Provincial SWPI Community Operational Fuel Treatment Program & Application Guide. These include:

- Use of prescribed fire – *knowledgeable and controlled application of fire to a specific land area to accomplish planned objectives*
- Lop and scatter – *Removal and spreading/scattering of limbs/branches from tree main stem to interrupt surface fuel continuity*
- Chipping & Mastication – *Utilizing mechanical chippers or grinders*
- Piling – *Gathering of surface debris by hand or mechanical means and assembling (piling) at a pre-determined location*
- Pruning – *Removal of lower dead and live branches (ladder fuels)*
- Tree removal – *Removal of entire trees from a stand which may include a spacing treatment of immature trees and/or selective cutting and removal of dead and/or live mature trees*
- Debris management – *Alteration and/or removal of needles, twigs, cured grasses, brush and or other surface fuels*
- Tree planting for species conversion – *Typically, the practice of replacing or modifying a flammable coniferous fuel type (pine, spruce, fir, cedar, etc) with planting deciduous species (such as alder, maple, poplar, etc) to reduce the flammability and potential risk from wildfire in interface areas (added September 2011)*

Appendix 2: Other Grants

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared on the Final Report Form.

Other Grant Contributions

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

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

Under no circumstances will the FNESS 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 FNESS grant - are more than 100% of the project cost, the value of the excess funding will be deducted from the FNESS grant.

Appendix 3: Sample Application Form

Aboriginal Forestry Initiative (AFI-FNESS)

Email: ffminfo@fness.bc.ca
Mail: 712 Mount Paul Way, Kamloops, BC, V2H 1B5
Fax: (250) 377-7610

2011/2012 Fuel Management Prescription Program On-Reserve APPLICATION FORM

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding application requirements please refer to Fuel Management Prescription On-Reserve AFI-FNESS Program Guide.

SECTION 1: APPLICANT INFORMATION

First Nations Band:	Date of Application:
Contact Person:	Title:
Phone:	E-mail:

SECTION 2: PROJECT INFORMATION

1. NAME OF PROJECT:

2. DESCRIPTION. Please provide a geographic description of the proposed area, including treatment units as identified in the CWPP.

3. PROPOSED NUMBER OF HECTARES TO BE INCLUDED. Please provide an estimate of the number of on-reserve hectares to be included in the prescription.

4. MOUNTAIN PINE BEETLE AFFECTED TIMBER. Please indicate if this project includes Mountain Pine Beetle fuel type:

Yes No

5. CURRENT THREAT RATING OF PROPOSED AREA. Please indicate the current threat rating and how the threat rating was developed (e.g. Wildfire Management Branch Threat Rating Worksheet). *Please note: threat rating data may be requested.*

6. OTHER ACTIVITIES. Please describe the extent to which your community is undertaking other wildfire risk mitigation activities, such as FireSmart and other bylaws, access/egress, water supply issue mitigation, public awareness programs, implementation of other non-fuel treatment recommendations identified in a completed CWPP and/or past fuel management projects.

7. REVIEW OF APPLICATION. Was this application reviewed by a FNESS forest fuel management liaison prior to submission?

Yes No

Did any other Ministry or organization review the application prior to submission? If yes, please describe:

8. CONSULTANT INFORMATION. If a consultant is being utilized to do some or all of the work, please describe how you will select a qualified individual. If possible, please include the name(s) of the consultant(s):

Prescription Consultant:

GIS Consultant:

9. COUNCIL RESOLUTION. The band council resolution must indicate support for the development of a fuel management prescription for on-reserve lands and indicate willingness to provide overall grant management. Please include the complete resolution below (or as an attachment) and identify the resolution number and date of Band Council meeting when the resolution was approved.

Eligible activities and costs are outlined in Section 4 of the Program & Application Guide. In Section 3 below, please include all proposed eligible costs for the development of your prescription.

FNESS reserves the right to inspect and assess the progress of the project. In addition, please note the approved grant is also subject to the following requirements:

(1) The funding is to be used solely for the purpose of the above named funding program and project and for the expenses itemized in the budget that was approved as part of your application;

(2) Appropriation: The payment of monies by Canada under this agreement is subject to there being an appropriation by Parliament for the Fiscal Year in which the payment of monies is to be made.

Notwithstanding any other provision of this Agreement, Canada may reduce or cancel its financial contribution to the Project upon written notice to the Proponent in the event that the funding levels for the Strategic Partnership Initiative, for the Department of Natural Resources or any other federal government department are changed by Parliament during the term of this agreement. In the event that Canada reduces or cancels its financial contribution, the Parties agree to amend the Project and the Eligible Costs of the Project, namely this

agreement, to take into account the reduction or cancellation of Canada's financial contribution.

- (3) The Band agrees to indemnify and save harmless FNESS and all of its employees, servants, representatives, contractors and funding agents (Canada), from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) brought or made against the Band or its employees, servants, representatives or agents by any person, organization or third party, arising out of or in connection with any failure, breach, non-performance or wrongful or negligent acts by the Band, employees or agents of the Band.
- (4) Funds are not transferable to other projects;
- (5) All project activities must be completed no later than March 31, 2012; (final submissions need to be approved by March 31, 2012, without exception)

SECTION 3- PROPOSED ACTIVITIES AND COSTS				
Activity	Costs may include: Specify	Time (day or hr)	Rate (\$/day or hr)	Cost (\$)
Initial Project Preparation	Map collection, customer consultation, field preparation			
Treatment Unit Layout	Marking in the field, boundary, creeks, no treatment areas, flagging, paint			
GPS Boundary/Trails	GPS all boundaries, trails, etc.			
Prescription Development	Completed written prescription, signed and sealed			
Map Production & Metadata	GIS work to UBCM standards			
Kilometers	Vehicle costs for field days			
Consultations, Referrals	Letters to stakeholders, interested parties, public meetings			
Pre-treatment Stand Data Plots	Stand data collection plots			
Wildlife/Danger Tree Marking, assessment	Danger tree assessor or crew, tree flagging/paint			
Travel Costs for non-local consultants (If required)	Travel time, accommodations, kilometers, meals (Describe)			
Proponent Administration Costs (Max. 10% overall project costs)	Administration, staff time, carrying costs, office space, telephone, photocopying, meetings, kilometers, etc.			
Total Proposed Costs for On-Reserve Prescription	All applicable project costs (Max. \$6000)			
Total off-reserve community contribution requested through the SWPI Program	25% of provincial grant previously approved (Max \$3000)			
TOTAL ELIGIBLE GRANT REQUESTED				

Please note that you will be required to provide detailed information on other grants in the final report. If information is available now, please complete Section 4 below:

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

SECTION 5: SIGNATURE (To be signed by Band Applicant)

I certify that the area covered by the proposed prescription: (1) is not scheduled for development; (2) is not scheduled for sale; and (3) is within the jurisdiction of the Band (or appropriate approvals are in place)

Signature:

Name & Title:

The Application Form must be completed in full and signed by the local government. Applications should be submitted as Word or PDF documents and should be e-mailed to FFMinfo@fness.bc.ca with the required attachments.

In addition to the Application Form, the following separate attachments are required to be submitted as part of your application:

- Band Council resolution indicating support for the proposed activities and willingness to provide overall grant management (if not included in the application form)
- Maps and photos that clearly identify the area(s) that are the subject of the application
- A copy of the completed CWPP for the proposed area, as completed through the Provincial SWPI Program or on file with FNESS (FNESS approved)
- A clear indication of **anticipated jobs to be created**;

Criteria and Data Capture for the Strategic Partnerships Initiative’s Performance Evaluation Matrix – FNESS

1. Did this project involve training?
If so, how many training sessions were held?
2. Did the project create or support an existing Aboriginal business?
How many and what percentage of the businesses have Aboriginal women involved as employees, part-owners, or sole owner?
2. Of all the decision-makers or managers in the project, how many and what percentage are Aboriginal women?
3. What was the number of people involved in this project by gender? How many of the participants were Aboriginal/Non Aboriginal, or youth (under 30 years old)?

	No. of project participants		Amount of Person Weeks*	
	Male	Female	Training	Employment
Aboriginal				
Non-Aboriginal				
Youth (>30 years old)				
Total				

*A person week = total number of hours divided by 37.5

FNESS reserves the right to inspect and assess the progress of the project. In addition, please note the approved grant is also subject to the following requirements:

- *The funding is to be used solely for the purpose of the above named funding program and project and for the expenses itemized in the budget that was approved as part of your application;*
- *Appropriation: The payment of monies by Canada under this agreement is subject to there being an appropriation by Parliament for the Fiscal Year in which the payment of monies is to be made.*

Notwithstanding any other provision of this Agreement, Canada may reduce or cancel its financial contribution to the Project upon written notice to the Proponent in the event that the funding levels for the Strategic Partnership Initiative, for the Department of Natural Resources or any other federal government department are changed by Parliament during the term of this agreement. In the event that Canada reduces or cancels its financial contribution, the Parties agree to amend the Project and the Eligible Costs of the Project, namely this agreement, to take into account the reduction or cancellation of Canada's financial contribution.

- *The Band agrees to indemnify and save harmless FNESS and all of its employees, servants, representatives, contractors and funding agents (Canada), from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) brought or made against the Band or its employees, servants, representatives or agents by any person, organization or third party, arising out of or in connection with any failure, breach, non-performance or wrongful or negligent acts by the Band, employees or agents of the Band.*
- *Funds are not transferable to other projects;*

All project activities must be completed no later than March 31, 2012; (final submissions need to be approved by March 31, 2012, without exception)

Appendix 4: Sample Final Report Form

Aboriginal Forestry Initiative (AFI-FNESS) - Funding provided by Canada

Fuel Management Prescription FINAL REPORT FORM

Please type directly in this form or print and complete. Additional space or pages may be used as required. For detailed instructions regarding final report requirements please refer to the Fuel Management Prescription On-Reserve AFI-FNESS Program Guide.

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

SECTION 2: PROJECT INFORMATION
1. JOBS AND TRAINING POSITIONS SUPPORTED OR CREATED AS A RESULT OF THIS PROJECT. PROVIDE DETAILS
2. BUSINESS OPPORTUNITIES SUPPORTED OR CREATED FROM THIS PROJECT. PROVIDE DETAILS
3. BUSINESS WORKSHOPS ATTENDED (INCLUDE BUSINESS MANAGEMENT TRAINING OPPORTUNITIES) FROM THIS PROJECT. PROVIDE DETAILS
4. NUMBER OF HECTARES ASSESSED. (BY BEC ZONE)
5. EXPECTED THREAT RATING.

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

Prescription Consultant:

GIS Consultant:

Eligible activities and costs are outlined in Section 4 of the Program & Application Guide and a specific budget was approved as part of your application. In Section 3 below, please include all actual eligible costs for the development of your prescription and provide a brief description of the actual cost.

SECTION 3- PROPOSED ACTIVITIES AND COSTS				
Activity	Costs may include: Specify	Time (day or hr)	Rate (\$/day or hr)	Cost (\$)
Initial Project Preparation	Map collection, customer consultation, field preparation			
Treatment Unit Layout	Marking in the field, boundary, creeks, no treatment areas, flagging, paint			
GPS Boundary/Trails	GPS all boundaries, trails, ect			
Prescription Development	Completed written prescription, signed and sealed			
Map Production & Metadata	GIS work to UBCM standards			
Kilometers	Vehicle costs for field days			
Consultations, Referrals	Letters to stakeholders, interested parties, public meetings			
Pre-treatment Stand Data Plots	Stand data collection plots			
Wildlife/Danger Tree Marking, assessment	Danger tree assessor or crew, tree flagging/paint			
Travel Costs for non-local consultants (If required)	Travel time, accommodations, kilometers, meals (Describe)			
Proponent Administration Costs (Max. 10% overall project costs)	Administration, staff time, carrying costs, office space, telephone, photocopying, meetings, kilometers, ect.			
Total Proposed Costs for On-Reserve Prescription	All applicable project costs (Max. \$6000)			
Total off-reserve community contribution requested through the SWPI Program	25% of provincial grant previously approved (Max \$3000)			
TOTAL ELIGIBLE GRANT REQUESTED				

As outlined in Appendix 1 of the Program & Application Guide, in no circumstance will the FNESS 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 FNESS grant - are more than 100% of the project cost, the value of the excess funding will be deducted from the FNESS grant. In Section 4, below, please report the full value of the eligible portions of any other grants received for the development of your prescription.

SECTION 4: OTHER GRANTS	
Grant(s) Description:	Actual Grant Value

For Office Use Only:

Total Eligible Grant:	\$
------------------------------	-----------

Bands are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. FNESS and/or the funder (Canada) reserve the right to audit these records.

SECTION 5: CERTIFICATION OF COSTS (to be signed by Chief Financial Officer of Band)
<p>I certify that the costs stated above: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible (as outlined in Section 4 of the Program & Application Guide); and (4) are net of tax and any other rebates.</p> <p>In addition, for final claims, I certify that: (1) the project is complete; (2) all revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the project have been declared.</p>
Signature:
Name:

In addition to the Final Report Form, the following separate attachments are required to be submitted as part of your final report:

- Copy of the completed prescription that is signed/sealed by the Registered Professional Forester. Please see [Appendix 1](#)
- Spatial data relating to the project. Please see [Appendix 5](#)
- Jobs **created**;

Criteria and Data Capture for the Strategic Partnerships Initiative’s Performance Evaluation Matrix – FNESS

1. Did this project involve training?
If so, how many training sessions were held?
2. Did the project result in the creation of a new or expanded Aboriginal business?
How many and what percentage of the businesses have Aboriginal women involved as employees, part-owners, or sole owner?
3. Of all the decision-makers or managers in the project, how many and what percentage are Aboriginal women?
4. What was the number of people involved in this project by gender? How many of the participants were Aboriginal/Non Aboriginal, or youth (under 30 years old)?

	No. of project participants		Amount of Person Weeks*	
	Male	Female	Training	Employment
Aboriginal				
Non-Aboriginal				
Youth (>30 years old)				
Total				

*A person week = total number of hours divided by 37.5

FNESS reserves the right to inspect and assess the progress of the project. In addition, please note the approved grant is also subject to the following requirements:

- The funding is to be used solely for the purpose of the above named funding program and project and for the expenses itemized in the budget that was approved as part of your application;*
- Appropriation: The payment of monies by Canada under this agreement is subject to there being an appropriation by Parliament for the Fiscal Year in which the payment of monies is to be made.*

Notwithstanding any other provision of this Agreement, Canada may reduce or cancel its financial contribution to the Project upon written notice to the Proponent in the event that the funding levels for the Strategic Partnership Initiative, for the Department of Natural Resources or any other federal government department are changed by Parliament during the term of this agreement. In the event that Canada reduces or cancels its financial contribution, the Parties agree to amend the Project and the Eligible Costs of the Project, namely this agreement, to take into account the reduction or cancellation of Canada's financial contribution.

- The Band agrees to indemnify and save harmless FNESS and all of its employees, servants, representatives, contractors and funding agents (Canada), from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) brought or made against the Band or its employees, servants, representatives or agents by any person, organization or third party, arising out of or in connection with any failure, breach, non-performance or wrongful or negligent acts by the Band, employees or agents of the Band.*
- Funds are not transferable to other projects;*

All project activities must be completed no later than March 31, 2012; (final submissions need to be approved by March 31, 2012, without exception)

Appendix 5: Maps & Spatial Data Submissions

Spatial data must be submitted as part of the final report for CWPP, Prescription, Demonstration Project, and Operational projects. *All spatial data submissions must be compatible with ArcGIS 9.3 or lower.*

Spatial data must conform to the following formats, naming conventions and standards:

- 1. Data Format:** File Geodatabase (FGDB) is the preferred method and where this is not possible, shapefiles are satisfactory.
 - a. Data must conform to the template conventions, for feature dataset names, feature class names, attribute names, and attribute values. It is strongly recommended that you use the template FGDB to meet this requirement**
 - b. Shapefile names and attributes should be named as closely as possible to the feature classes and attributes within the FGDB.**
 - 2. Projection:** BC Albers Standard Projection. The projection is Albers Equal Area Conic, 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. Metadata:** Spatial data must be accompanied by metadata. The metadata must document and detail each attribute field of a particular dataset, as well as the codes/values used to populate it. Metadata must also make note of the source of the data used in the compilation of each dataset as well as the person who compiled it (including contact details), and the date of data compilation. The metadata standard is FGDC and should be submitted in .xml format.
 - 4. Other Documentation:** Please be sure to document and include all methodology used in the compilation of each dataset, as well as a short description of what each dataset represents.
 - 5. Graphic Data (Paper Map and Photo Imagery):** All Graphic data must be submitted in .jpg, .bmp, .tif, or .pdf format. Maps must contain a descriptive title, scale (verbal or scale bar), a north arrow, reference grid, and a legend. The map should include reference data such as roads, water bodies, rivers/creeks, land ownership and other boundary information (municipal, provincial, federal, fire protection areas). Resultant maps will, as a package or singularly, identify risk of fire to the community. Risk must be identified by risk level, and by area. The map must also make note of a datum and the source of the map data. **You must also submit PDF map(s) that clearly represent all of the features being submitted in the spatial datasets. The PDF map(s) will serve as a reference view for the spatial data submission.**
 - 6. Naming Conventions:** Please abbreviate project folder name to a maximum of 15 characters
 - A. File Geodatabase:** naming conventions must adhere to the following standard:
 - FGDB: <Band>_<AbbreviatedProjectFolderName>
 - For example: Band_AFI-FNESSPRESCRIPTION.gdb
- Feature layers should be named in accordance with the values given in Table 1 below.

B. Shapefiles: naming conventions must adhere to the following standard:

<Band>_<AbbreviatedProjectFolderName>_<dataset>

where <dataset> refers to the values in Table 1 below.

For example: Band_AFI-FNESSPRESCRIPTION_fire_risk.shp

7. Submission: The name should be descriptive as to the data it represents. This standard must also be applied on all supporting documents including paper maps and digital photography. The preferred method for data submission is a file geodatabase (FGDB), compressed into a ZIP file. Where it is not possible to submit a FGDB then data should be submitted as shapefiles and compressed into a single ZIP file.

The zip file must adhere to the following standard:

<Band>_<ProjectFolderName>.zip

For example: Band_AFI-FNESSPRESCRIPTION.zip

Shapefiles that are not zipped into a single ZIP file will not be accepted.

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.

Community Wildfire Protection Plan (CWPP)

Data required:

- Extent of area covered under CWPP
- Fire Risk – Dataset indicating areas and risk level as described on p. 9 of Rating Interface Wildfire Threats in British Columbia
- Must include all input datasets, including ground truthing locations, which must include those attributes that are indicated in the Wildland Urban Interface Wildfire Threat Worksheet
- Photos of the ground truthing locations must be submitted as part of the .zip file
- Proposed treatment area(s)
- Fuel Type

Additional notes: Metadata must include methodology in generating fire risk and fuel type.

Prescription

Data required:

- Area of prescribed treatment
 - Must include type of treatments prescribed for each area (see list of options below)

Demonstration Project

Data required:

- Fire Risk
- Treatment area
 - Must include type of treatments performed (see list of options below)

Operational Fuel Treatment

Data required:

- Treatment area
 - Must include type of treatments performed (see list of options below)

Treatment types:

- Use of prescribed fire
- Lop and scatter
- Chipping & Mastication
- Piling
- Pruning
- Tree Removal
- Debris management/removal
- Other – please define

Attributes: All of the above-mentioned spatial datasets must include the following attributes in addition to the default attributes created by the File Geodatabase or Shapefile:

- Area in hectares
- Data collection date
- Data collection method (e.g. GPS, digitized from orthophoto, etc.)
- Project funding source (e.g. UBCM, JOP, etc.)

Table 1

Type	Description	Feature Dataset	Shapefile			
CWPP	Extent of area covered	AOI	aoi			
CWPP	Fire Risk	fire_risk	fire_risk			
CWPP	Proposed treatment area	proposed_treatment	proposed_treatment			
CWPP	Fuel Type	fuel_type	fuel_type			
Demonstration	Fire Risk	fire_risk	d_fire_risk			
Demonstration	Treatment Area	treated_area	d_treated_area			
Operational	Treatment Area	Treated_area	o_treated_area			