



Strategic Wildfire Prevention Initiative

Community Wildfire Protection Plan Program

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2012 Program & Application Guide

Updated December 2011

1. Introduction

The Strategic Wildfire Prevention Initiative (SWPI) is a suite of funding programs managed through the Provincial Fuel Management Working Group – including the First Nations Emergency Services Society (FNESS), Ministry of Forests, Lands & Natural Resource Operations 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 is any area where combustible wildland fuels (vegetation) are found adjacent to homes, farm structures or other outbuildings. For the purpose of the SWPI, the wildland urban interface is the areas within 2 kilometres of a community with densities of between 10 and 1,000 structures per square kilometre.

Funding under the Strategic Wildfire Prevention Initiative is available for:

- Development of a Community Wildfire Protection Plan (CWPP)
- Development of a Fuel Management Prescription
- Implementation of Fuel Management Demonstration Projects
- Operational fuel treatment activities

Community Wildfire Protection Plan Program

A CWPP is a document that defines the risk from wildfires in an identified area, identifies measures necessary to mitigate those risks and outlines a plan of action to implement the measures. For details on required elements of a CWPP, please see [Appendix 1](#).

The CWPP program assists local governments to develop CWPPs for areas in wildland urban interface that are at risk from wildfires.

This guide provides information for the CWPP program, including the process for [local governments](#) (municipalities and regional districts) to apply for funding.

2. Eligible Applicants

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

First Nations are also able to apply for funding through the FNESS. Details about the program for First Nations are available on the FNESS website at www.fness.bc.ca

3. Eligible Projects

In order to qualify for funding, there must be credible evidence that there is an apparent risk to the community from interface fires. The Provincial Strategic Threat Analysis (PSTA), available through this program, will be used to assist with risk assessment during the approval process.

In addition, to qualify for funding, CWPPs must:

- Be a new project (retroactive funding is not available)
- Assess the risk of wildfire in the wildland urban interface
- Cover areas that do not have a CWPP or areas where the CWPP is outdated due to changes in land or forest fuel hazard conditions or other factors
- Be capable of completion by the applicant within one year from the date of grant approval

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible activities are outlined below. 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.

Eligible costs are direct costs, for the activities approved in the application by the Provincial Fuels Management Working Group, that are properly and reasonably incurred and that are paid by the local government to carry out eligible activities. Under the CWPP program, eligible activities must be cost-effective and include:

- Community hazard assessment mapping
- Preparation of the CWPP document, including spatial data (please see [Appendix 1](#) for CWPP requirements and [Appendix 5](#) for spatial data)
- Presentation of the CWPP to the local government Council or Board
- Amendments to Official Community Plans and/or land use, engineering and public works bylaws and policies that are specific to community wildfire protection planning
- Staff and contractor costs directly related to the development of a CWPP
- Local government administration costs directly related to the development of a CWPP
- Planning, consultation with stakeholders and public information directly related to the development of a CWPP

Updates to existing CWPPs will be considered for funding only in cases where land or forest fuel hazard conditions or other factors have changed.

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Provincial Fuels Management 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. PSTA, LRDW, etc.)
- Reproduction or duplication of existing data available from other sources
- Emergency plans or related activities
- Prescriptions or operational projects
- CWPPs for land outside the interface, extending beyond the 2km zone
- Assessments for purposes other than fuel treatment (e.g. building of recreational trails, etc)
- Staff training costs, including safety and first-aid training
- Publication reviews or research

- On-going public information
- Local fire department training
- Community hazard assessments for private land
- Purchase of machinery and equipment
- Work undertaken by the Ministry of Forests, Lands & Natural Resource Operations

5. Grant Maximum

Eligible activities and costs are outlined in Section 4. 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.

Applications from regional districts, or from multiple local governments, that include multiple communities are acceptable. In these cases, it is likely that more than one CWPP will be developed and funding in excess of \$15,000 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.

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

6. Application Process

Application Deadlines

Applications for the CWPP program can be submitted to UBCM at any time; however funding decisions will only be made three times per year:

- February 2012 – for all complete applications submitted by January 27, 2012
- May 2012 – for all complete applications submitted by April 27, 2012
- November 2012 – for all complete applications submitted by October 5, 2012

The Fuel Management Information System (FMIS) will not be available for projects approved after 2010. Instead, local governments should submit complete applications directly to UBCM. First Nations should submit complete applications directly to FNESS.

Required Application Contents

- Completed Application Form. Please see [Appendix 3](#) for a sample form
- Council or Board resolution indicating support for the proposed activities and willingness to provide overall grant management

Submitting an Application

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

E-mail: lgps@ubcm.ca

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

Fax: (250) 356-5119

Screening Criteria

UBCM 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 Fuel Management Specialists. Scoring considerations and criteria include the following:

- Demonstrated wildfire risk
- 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 provincial priority basis.

7. Grant Management & Applicant Responsibilities

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

Local governments are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM 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 be submitted electronically, and include the following:

- Completed Final Report Form, including signed certification of costs, and forest professional sign-off (added December 2011). Please see [Appendix 4](#)
- Copy of the completed CWPP, including all applicable appendices, documents and maps. Please see [Appendix 1](#)
- Spatial data relating to the project. Please see [Appendix 5](#)

Payments

Grants under the CWPP program are paid at the completion of the project and only when the final report requirements have been met.

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 UBCM of any variation from the approved project as described in the completed Application Form and approval from Provincial Fuels Management Working Group will be required for any significant variation from the approved project.

Also, please note that all funded activities are required to be completed within 1 year of approval and all extensions beyond this date must be requested in writing and be approved by the Provincial Fuels Management Working Group.

Additional Information

For more information about the funding program, please visit www.ubcm.ca or contact Local Government Program Services at UBCM at:

(250) 356-5134 lgps@ubcm.ca

Appendix 1: Completing a CWPP

A CWPP assesses the risk of wildfire in the interface and recommends mitigation activities to improve community safety. With this information in hand, communities can make planning decisions related to issues such as location of new housing, subdivision and other by-laws, and road access. The CWPP will also provide key information for homeowners to encourage Fire Smart principles on private lands.

Who Should be Involved

Forest professionals play a key role in fuel management endeavours in BC - such as the development of CWPPs. 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.

A consultant, staff member or team developing a CWPP should have a thorough understanding of fire behaviour and fire suppression tactics in the wildland urban interface. This knowledge is normally gained through extensive participation in wildland fire suppression operations at a senior level and through nationally recognized advanced education in wildland fire behaviour. Other valuable knowledge for developing a CWPP is an understanding of the FireSmart program, development bylaws, forestry harvesting and fuel management treatment techniques.

Wildfire Management Branch Fuel Management Specialists and/or Fire Zone staff, local fire officials and local land managers are also valuable resources and can be asked to participate in hazard mapping or other aspects of developing your CWPP.

Required Content for CWPPs

In order to meet the goals and objectives of the Strategic Wildfire Prevention Initiative, a completed CWPP is required to include the following elements:

CWPP Document

- General introduction and a description of forested areas in and around the community
- Goals and objectives of the plan
- Threat Assessment Worksheet prepared per Appendix E of the current Threat Rating Guide, and analysis of risk to the community, including plot data
- Implementation plan, including:
 - Recommended and prioritized future fuel management activities, including demonstration projects
 - Other recommended protection measures, including a maintenance schedule
- Photos of high hazard areas
- Review of existing by-laws and potential recommendations for changes
- Commitment to adopt or promote FireSmart principles
- If the completed plan contains information related to higher-level plans, forest policy or impact statements (timber harvest, environmental, etc), then review by a Registered Professional Forester will be required.

Mapping

Mapping is required to conform to the standards identified in [Appendix 5](#)

- Overview map of the area
- Map(s) with plot locations
- Mapping layer that identifies land status and ownership
- Map identifying areas of risk to the community based on the threat assessment, showing areas of low, moderate, high and extreme risk

Appendix 2: Community Contributions & Other Grants

Eligible activities and costs are outlined in Section 4. 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 must be directly related to activities approved in the application by the Provincial Fuels Management Working Group 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 Provincial Fuels Management Working Group, including:
 - Staff time directly related to the development of a CWPP (e.g. supervision and travel)
 - Use of local government meeting space or other resources
 - 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. *Please see below.*

In-kind contributions are eligible from the date of application submission until the final report is submitted.

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

Other Grant Contributions

Funds from other partner 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 *Forest Investment Account*, which is 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 UBCM 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 UBCM grant - are more than 100% of the project cost, the value of the excess funding will be deducted from the UBCM grant.

Eligible project cost of \$20,000 Max. UBCM 50% = \$10,000
Other grants totaling \$12,000 Excess funding = \$2,000
50% of project cost is \$10,000 UBCM Grant = \$8,000

Appendix 3: Sample Application Form

Community Wildfire Protection Plan 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 Community Wildfire Protection Plan Program & Application Guide.

SECTION 1: APPLICANT INFORMATION

Local Government:

Date of Application:

Contact Person*:

Title:

Phone:

E-mail:

* Contact person must be an authorized representative of the applying local government or First Nation.

SECTION 2: PROJECT INFORMATION

1. NAME OF PROJECT.

2. CWPP DESCRIPTION. Please provide a geographic description of the proposed area.

3. MOUNTAIN PINE BEETLE AFFECTED TIMBER. Please indicate if this CWPP includes land with Mountain Pine Beetle fuel type:

Yes No

4. 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 treatments and/or past fuel management projects.

5. REVIEW OF APPLICATION. Did a Wildfire Management Branch Fuels Management Specialist review this application prior to submission?

Yes No

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

6. CONSULTANT INFORMATION. Please indicate if the CWPP will be developed internally by local government staff or if a consultant will be hired:

Internal Consultant

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 contractor(s):

CWPP Consultant:

GIS Consultant:

7. COUNCIL/BOARD RESOLUTION. The local government resolution must indicate support for the CWPP 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 Council/Board 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 CWPP.

SECTION 3: PROPOSED ACTIVITIES & COSTS	
Activity	Proposed Cost
Community hazard assessment mapping	\$
Preparation of the CWPP document, including maps and spatial data	\$
Presentation of the CWPP to the local government Council or Board	\$
Amendments to Official Community Plans and/or land use, engineering and public works bylaws and policies that are specific to community wildfire protection planning	\$
Staff and contractor costs directly related to the development of a CWPP. Please describe:	\$
Local government administration costs directly related to the development of a CWPP. Please describe:	\$
Planning, consultation with stakeholders and public information directly related to the development of a CWPP. Please describe:	\$
Other proposed activities. Please describe:	\$
Total Proposed Costs:	\$

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.

Total Grant Requested (50% of total cost to a max. of \$15,000):	\$
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Please note that you will be required to provide detailed information on the community contribution in the final report. This includes information on contributions from other grant programs. 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 Local Government Applicant)
I certify that the area covered by the proposed CWPP: (1) is within the jurisdiction of the local government (or appropriate approvals are in place)
Signature:
Name & Title:

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

- Council or Board resolution indicating support for the proposed activities and willingness to provide overall grant management (if not included in the application form)

Appendix 4: Sample Final Report Form

Community Wildfire Protection Plan 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 Community Wildfire Protection Plan Program & Application Guide.

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

SECTION 2: PROJECT INFORMATION
1. CONSULTANT INFORMATION. Please provide the name and credentials of consultant(s) (or staff if CWPP was produced internally) that completed the work. CWPP 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 CWPP and provide a brief description of the actual cost.

SECTION 3: ACTUAL COSTS (exclusive of eligible HST rebate)	
Activity	Actual Cost
Community hazard assessment mapping. Please describe:	\$
Preparation of the CWPP document, including spatial data. Please describe:	\$
Presentation of the CWPP to the local government Council or Board. Please describe:	\$
Amendments to Official Community Plans and/or land use, engineering and public works bylaws and policies that are specific to community wildfire protection planning. Please describe:	\$

Staff and contractor costs directly related to the development of a CWPP. Please describe:	\$
Local government administration costs directly related to the development of a CWPP. Please describe:	\$
Planning, consultation with stakeholders and public information directly related to the development of a CWPP. Please describe:	\$
Other approved activities. Please describe:	\$
Total Actual Costs:	\$

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.

Total Requested Grant (50% of total cost to a max. of \$15,000):	\$
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As outlined in Appendix 1 of the Program & Application Guide, under no circumstances will the UBCM 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 UBCM grant - are more than 100% of the project cost, the value of the excess funding will be deducted from the UBCM grant. In Section 4, below, please report the full value of the eligible portions of any other grants received for the development of your CWPP.

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

For Office Use Only:

Total Eligible Grant:	\$
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Local governments are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

SECTION 6: CERTIFICATION OF COSTS (to be signed by Chief Financial Officer)
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.
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.
Signature:
Name:

SECTION 7: CERTIFICATION OF REPORT (to be signed by Forest Professional)

(added December 2011)

I certify that, as this report confirms: (1) the project is complete as described; and (2) all work has been performed to accepted professional standards.

Signature:

Name and title:

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 CWPP, including all applicable appendices, documents and maps. Please see [Appendix 1](#)

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. *The Province of BC uses ArcGIS 9.3 and 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 threat 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: <Local Government>_<AbbreviatedProjectFolderName>

For example: PrinceGeorge_CWPPNorthPG.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:

<Local Government>_<AbbreviatedProjectFolderName>_<dataset>

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

For example: PrinceGeorge_CWPPNorthPG_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:

<Local Government>_<ProjectFolderName>.zip

For example: PrinceGeorge_CWPPNorthPG.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 Threat – Dataset indicating areas and threat level as described in Appendix E of the current Threat Rating Guide
- Must include all input datasets, including ground truthing locations, which must include those attributes that are indicated in the Threat Assessment 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			