
Strategic Wildfire Prevention Initiative

Operational Fuel Treatment 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 Operational Fuel Treatment Program

Operational fuel management is defined as the process of changing forest fuels to reduce aggressive fire behaviour. This may include treatments such as thinning, spacing and pruning trees, and removal of needles and woody debris from the forest floor. The intent is to reduce fuel load in the forest and reduce the potential for devastating wildfires.

The Community Operational Fuel Treatment program assists local governments and First Nations to undertake operational fuel treatments that are set out in a prescription in areas identified as priorities in the CWPP. The primary objective of the program is to maximize the number of hectares treated in areas that pose the greatest risk of wildfire to communities.

This guide provides information for the Community Operational Fuel Treatment 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 able to apply for funding through the FNESS. Information for First Nations applicants is available on the FNESS website at www.fness.bc.ca

3. Eligible Projects

In order to qualify for funding, an operational fuel treatment must be:

- A new project (retroactive funding is not available)
- Identified in a completed CWPP, as defined in the CWPP Program & Application Guide
- Supported by a completed fuel management prescription, as defined in the Fuel Management Prescription Program & Application Guide. If UBCM funded, the prescription final report must be completed, submitted and approved.
- Located in/on:
 - Areas within the wildland urban interface
 - Crown land, land owned by the local government, or, if approved in advance by the Fuel Management Specialist, land that is owned by a public institution
 - Areas of extreme or high threat, determined by the Provincial Strategic Threat Analysis or Wildland Urban Interface Threat Rating through a CWPP or a Fuel Management Prescription
- Capable of completion by the applicant within two years from the date of grant approval

4. Eligible & Ineligible Fuel Treatment Costs & Activities

Eligible Costs & Activities

Eligible activities are outlined below. The Community Operational Fuel Treatment program can contribute a maximum of:

- 90% of the cost of eligible activities up to \$100,000 in funding per applicant per calendar year AND
- 75% of the cost of eligible activities from \$100,001 to \$400,000 in funding per applicant per calendar year

The remainder is required to be funded through community contributions.

Eligible costs are direct costs for the activities approved in the application by the Provincial Fuel Management Working Group, that are properly and reasonably incurred and that are paid by the local government to carry out eligible activities.

Under the Community Operational Fuel Treatment program, eligible activities must be cost-effective and meet specific fuel management objectives:

- Eligible fuel treatment activities:
 - 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 predetermined 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*
- Staff and contractor costs directly related to fuel treatment activities
- Local government administration costs directly related to fuel treatment activities
- Signage and public information directly related to completed fuel treatment activities

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
- Emergency plans or related activities
- CWPPs or prescriptions
- On-going public information
- Local fire department training
- Publication reviews or research
- Purchase of machinery and equipment
- Projects on private land, land outside the interface or land that is scheduled for development
- Removal of timber/clearing of brush for purposes other than fuel treatment (e.g. building of recreational trails without fuel management objectives, 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

5. Grant Maximum & Required Community Contributions

Eligible activities and costs are outlined in Section 4. The Community Operational Fuel Treatment program can contribute a maximum of:

- 90% of the cost of eligible activities up to \$100,000 in funding per applicant per calendar year AND
- 75% of the cost of eligible activities from \$100,001 to \$400,000 in funding per applicant per calendar year

The remainder is required to be funded through community contributions.

To ensure the available funding is disbursed as widely as possible in high priority areas of the province, local governments cannot apply for more than \$400,000 in funding per calendar year for operational fuel treatment activities. However, applications from regional districts, or from multiple local governments, that include multiple communities are acceptable. In these cases, funding in excess of \$400,000 per year may be considered.

In order to ensure transparency and accountability in the expenditure of public funds, all revenue (e.g. timber sales, sale of other forest products, etc.) from the project and 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 1](#) for important information on community contributions, revenues and other grant contributions.

6. Application Process

Application Deadlines

Applications for the Operational Fuel Treatment 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 2 for a sample form
- Completed current Threat Assessment Worksheets. See Appendix E of the current Threat Rating Guide (added December 2011)
- Council or Board 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
- If not UBCM funded, a copy of the completed CWPP for the proposed treatment area
- If not UBCM funded, a copy of the completed prescription for the proposed treatment area. If UBCM funded, the prescription final report must be completed, submitted and approved.

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:

- Wildfire Threat Rating for the proposed treatment area
- The estimated number of hectares to be treated, cost effectiveness of proposed treatment and proposed project cost per hectare
- 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
- Collaboration with Forest Licensees and tenure holders
- Provincial Strategic Threat Analysis Data

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 3](#)
- Maps that clearly identify the area(s) where fuel treatment was undertaken
- Photos of fuel conditions before and after fuel treatment. Please note: all photos must possess documentation (in .txt or .doc format) indicating the location of the photo (preferably including latitude/longitude coordinates), the date they were taken, and what the photo represents.
- Spatial data relating to the project. Please [see Appendix 4](#)

Payments

Grants under the Community Operational Fuel Treatment program are paid at the completion of the project and only when the final report requirements have been met. For larger scale projects, progress payments may be considered.

Please refer to [Appendix 4](#) 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 (e.g. a change in the estimated number of hectares to be treated) 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 2 years 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

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

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: Community Contributions, Other Grants & Project Revenues

Eligible activities are outlined in Section 4. The Community Operational Fuel Treatment program can contribute a maximum of:

- 90% of the cost of eligible activities up to \$100,000 in funding per applicant per calendar year AND
- 75% of the cost of eligible activities from \$100,001 to \$400,000 in funding per applicant per calendar year

The remainder is required to be funded through community contributions.

Community Contribution

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, including:
 - Staff time directly related to fuel treatment project (e.g. supervision and travel)
 - Use of local government meeting space or other resources
 - Local government administration of the project and/or 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.*
- Revenue derived from the project. *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 revenue from the project and all other grant contributions for eligible portions of the project must be declared on the Final Report Form.

Revenue Generation

Full-scale, for-profit timber harvesting operations are not eligible under the Community Operational Fuel Treatment program. However, revenue (e.g. timber sales, sale of other forest products, etc.) from eligible projects can constitute all or part of the community contribution.

In cases where revenue is in excess of the required community contribution, the excess revenue will be deducted from the total eligible cost of the project and the maximum grant will be calculated based on the net project cost.

Eligible project cost of \$100,000 10% = \$10,000
Revenue of \$25,000 Excess revenue = \$15,000
Net project cost is \$85,000 UBCM Grant (90%) = \$76,500

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 Community Operational Fuel Treatment program. Therefore, when accounting for project costs covered by other grant programs,

Eligible project cost of \$85,000 Max. UBCM 90% = \$76,500
Other grants totaling \$15,000 Excess funding = \$6,500
100% of project cost is \$85,000 UBCM Grant = \$70,000

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. 50 hours at \$18/hr for chipping).

Under no circumstances will the UBCM grant result in payment of more than 100% of the eligible project cost (or net project cost in cases where revenue is generated). In cases where eligible portions of other grant funding - combined with the maximum available UBCM grant - are more than 100% of the eligible project cost, the value of the excess funding will be deducted from the UBCM grant.

Appendix 2: Sample Application Form

Community Operational Fuel Treatment 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 the Community Operational Fuel Treatment 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. PROJECT DESCRIPTION. Please provide a geographic description, description of fuel load and objective(s) of the proposed fuel treatment for the area being considered for treatment.

3. PROPOSED NUMBER OF HECTARES. If applicable, please separate hectares on Crown land from hectares on local government land.

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

Yes No

5. THREAT RATING OF PROPOSED TREATMENT AREA. Please indicate the current (pre-treatment) threat rating and the expected threat rating after the treatment is completed. *Please note: Threat Assessment Worksheets must be provided (added December 2011).*

6. THREAT RATING OF PROPOSED TREATMENT AREA. Please indicate the current (pre-treatment) threat rating, how the threat rating was developed (e.g. Wildfire Management Branch Threat Rating Worksheet) and the expected threat rating after the treatment is completed. *Please note: threat rating data may be requested.*

7. 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.

8. 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:

9. CONTRACTOR INFORMATION. If a contractor 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):

Operational Treatment Contractor:

GIS Contractor:

10. COUNCIL/BOARD RESOLUTION. The local government resolution must indicate support for the operational fuel treatment project 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 your operational fuel treatment.

SECTION 3: PROPOSED FUEL TREATMENT ACTIVITIES & COSTS	
Activity	Proposed Cost
Eligible fuel treatment activities: <ul style="list-style-type: none"> • Use of prescribed fire • Lop and scatter • Chipping & mastication • Piling • Pruning • Tree removal • Debris management/removal • Tree planting for species conversion 	
Staff and contractor costs directly related to fuel treatment activities. <u>Please describe:</u>	

Local government administration costs directly related to fuel treatment activities. <u>Please describe:</u>	
Signage and public information directly related to completed fuel treatment activities. <u>Please describe:</u>	
Other proposed activities. <u>Please describe:</u>	
Total Proposed Costs:	

The Community Operational Fuel Treatment program can contribute a maximum of:

- 90% of the cost of eligible activities up to \$100,000 in funding per applicant per calendar year AND
- 75% of the cost of eligible activities from \$100,001 to \$400,000 in funding per applicant per calendar year

The remainder is required to be funded through community contributions.

Grant Request	
Up to \$100,000 in funding (90% of eligible cost):	\$
\$100,001 to \$400,000 in funding (75% of eligible cost):	\$
Total Grant Requested:	\$

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 and all project revenues. If information is available now, please complete Sections 4 and 5 below:

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

SECTION 5: REVENUE	
Revenue(s) Description:	Estimated Revenue

SECTION 6: SIGNATURE (To be signed by Local Government Applicant)	
I certify that the area covered by the proposed operational fuel treatment: (1) is not scheduled for development; (2) is not scheduled for sale; and (3) 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 attachments are required to be submitted as part of your application:

- Maps and photos that clearly identify the area(s) that are the subject of the application
- If not UBCM funded, a copy of the completed CWPP for the proposed treatment area
- If not UBCM funded, a copy of the completed prescription for the proposed treatment area. If UBCM funded, the prescription final report must be completed, submitted and approved.

Appendix 3: Sample Final Report Form

Community Operational Fuel Treatment 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 Operational Fuel Treatment 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. DESCRIPTION OF COMPLETED PROJECT. Please provide a description of the work that was completed, a summary of how the fuel management objectives were met and proposed next steps for the area, including a maintenance schedule (for on-site follow-up treatment)
2. BRIEF SUMMARY OF LESSONS LEARNED.
3. NUMBER OF HECTARES TREATED. Please indicate the total number of hectares treated for all eligible fuel management activities.
4. POST-TREATMENT THREAT RATING OF TREATMENT AREA. Please indicate the current (post-treatment) threat rating. <i>Please note: Threat Assessment Worksheets must be provided (added December 2011).</i>
5. NUMBER OF PEOPLE EMPLOYED TO COMPLETE THE PROJECT. Please include the total number of people and the number of days worked per person.

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

Operational Treatment Contractor:

GIS Contractor:

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, indicate the hectares treated for each eligible fuel treatment activity, include all actual eligible costs for your project and provide a brief description of the actual cost.

SECTION 3: ACTUAL FUEL TREATMENT COSTS (exclusive of eligible HST rebate)		
Activity	Ha Treated	Actual Cost
Eligible fuel treatment activities: <ul style="list-style-type: none"> • Use of prescribed fire. <u>Please describe:</u> • Lop and scatter. <u>Please describe:</u> • Chipping & mastication. <u>Please describe:</u> • Piling. <u>Please describe:</u> • Pruning. <u>Please describe:</u> • Tree removal. <u>Please describe:</u> • Debris management/removal. <u>Please describe:</u> • Tree planting for species conversion. <u>Please describe:</u> 		
Staff and contractor costs directly related to fuel treatment activities. <u>Please describe:</u>	n/a	
Local government administration costs directly related to fuel treatment activities. <u>Please describe:</u>	n/a	
Signage and public information directly related to completed fuel treatment activities. <u>Please describe:</u>	n/a	
Other <u>approved</u> activities. <u>Please describe:</u>		
Total:		

The Community Operational Fuel Treatment program can contribute a maximum of:

- 90% of the cost of eligible activities up to \$100,000 in funding per applicant per calendar year AND
- 75% of the cost of eligible activities from \$100,001 to \$400,000 in funding per applicant per calendar year

The remainder is required to be funded through community contributions.

Up to \$100,000 in funding (90% of eligible cost):	\$
\$100,001 to \$400,000 in funding (75% of eligible cost):	\$

Total Grant Requested:	\$
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As outlined in Appendix 1 of the Program & Application Guide, in cases where revenue is in excess of the required community contribution, the excess revenue will be deducted from the total eligible cost of the project and the maximum grant will be calculated based on the net project cost. In Section 4, below, please report all project revenues.

SECTION 4: REVENUE	
Revenue(s) Description:	Actual Revenue

In addition, 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 (or net project cost), the value of the excess funding will be deducted from the UBCM grant. In Section 5, below, please report the full value of the eligible portions of any other grants received.

SECTION 5: 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; 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)
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I certify that, as this report confirms: (1) the project is complete per the prescription and 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:

- Maps that clearly identify the area(s) where fuel treatment was undertaken
- Photos of fuel conditions before and after fuel treatment. Please note: all photos must possess documentation (in .txt or .doc format) indicating the location of the photo (preferably including latitude/longitude coordinates), the date they were taken, and what the photo represents
- Spatial data relating to the project. Please see Appendix 4

Appendix 4: 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 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: <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 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			