



Strategic Wildfire Prevention Initiative

Fuel Management Prescription 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

Fuel Management Prescription Program

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 local governments to develop prescriptions for areas in wildland urban interface that are at risk from wildfires and which were identified as priorities in the CWPP.

This guide provides information for the Fuel Management Prescription 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, fuel management prescriptions must be:

- A new project (retroactive funding is not available)
- For areas identified in a completed CWPP, as defined in the CWPP Program & Application Guide
- 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 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 within one year from the date of grant approval

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible activities are outlined below. The Fuel Management Prescription program can contribute a maximum of 75% of the cost of eligible activities and the remainder (25%) 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 Fuel Management Prescription program, 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
- Danger tree assessments (added December 2011)
- Staff and contractor costs directly related to the development of a fuel management prescription

- Local government 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 by the Provincial Fuels Management Working Group is not eligible for funding. This includes:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • 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 • Prescriptions for private land, land outside the interface or land scheduled for development | <ul style="list-style-type: none"> • Purchase of machinery and equipment • 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 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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. The Fuel Management Prescription program can contribute a maximum of 75% of the cost of eligible activities and the remainder (25%) is required to be funded through community contributions.

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 Fuel Management Prescription 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 2011 – 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
- 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 area. If UBCM funded, the CWPP final report must be completed, submitted and approved.

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

Fax: (250) 356-5119

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

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

Payments

Grants under the Fuel Management Prescription 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 one 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

A fuel management prescription template is available on the UBCM website. This is a sample template and other formats are acceptable with consultation with the local Fuel Management Specialist.

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: 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 UBCM funding, a prescription must be developed by a Registered Professional Forester. When a prescription is proposed for Crown Land, authorization is required from the land manager and the applicant is required to consult with the land manager in order to ensure that the prescription meets local requirements. 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 developing a fuel management prescription.

Required Content for Fuel Management Prescriptions

The Fuel Management Prescription 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 the local Fuel Management Specialist.

In the prescription, recommended fuel management activities should meet specific fuel management objectives and align with the eligible fuel treatment activities identified in the 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*
- The prescription must be signed/sealed by a forest professional.

Appendix 2: Community Contributions & Other Grants

Eligible activities and costs are outlined in Section 4. The Fuel Management Prescription program can contribute a maximum of 75% of the cost of eligible activities and the remainder (25%) 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 fuel management prescription project (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 & 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 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 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 75% = \$15,000
Other grants totaling \$8,000 Excess funding = \$3,000
75% of project cost is \$15,000 UBCM Grant = \$12,000

Appendix 3: Sample Application Form

Fuel Management Prescription 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 Program 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. 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 hectares to be assessed and considered for prescription. 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. CURRENT THREAT RATING OF PROPOSED AREA. Please indicate the current threat rating.
Please note: Threat Assessment Worksheet must be used (added December 2011).

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 Wildfire Management Branch Fuels Management Specialist 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/BOARD RESOLUTION. The local government resolution must indicate support for the development of a fuel management prescription 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 prescription.

SECTION 3: PROPOSED ACTIVITIES & COSTS	
Activity	Proposed Cost
Evaluation of the site(s) and inventory of stand structure	\$
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. Please describe:	\$
Local government administration costs directly related to the development of a fuel management prescription. Please describe:	\$
Planning, consultation with stakeholders and public information directly related to the development of a fuel management prescription. Please describe:	\$
Other proposed activities. Please describe:	\$
Total Proposed Costs:	\$

The Fuel Management Prescription program can contribute a maximum of 75% of the cost of eligible activities and the remainder (25%) is required to be funded through community contributions.

Total Grant Requested (75% of total cost):	\$
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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 prescription: (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 area. If UBCM funded, the CWPP final report must be completed, submitted and approved.

Appendix 4: Sample Final Report Form

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 Program 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. NUMBER OF HECTARES ASSESSED.
2. EXPECTED THREAT RATING (POST-TREATMENT). Please indicate how the threat rating was developed (e.g. Wildfire Management Branch Threat Rating Worksheet)
3. 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: ACTUAL COSTS (exclusive of eligible HST rebate)	
Activity	Actual Cost
Evaluation of the site(s) and inventory of stand structure. <u>Please describe:</u>	\$

Assessment(s) that are directly related to the resource values affected by the prescription within the proposed area. <u>Please describe:</u>	\$
Production of prescription, maps and spatial data. <u>Please describe:</u>	\$
Lay out and traversing of treatment area(s) in the field. <u>Please describe:</u>	\$
Staff and contractor costs directly related to the development of a fuel management prescription. <u>Please describe:</u>	\$
Local government administration costs directly related to the development of a fuel management prescription. <u>Please describe:</u>	\$
Planning, consultation with stakeholders and public information directly related to the development of a fuel management prescription. <u>Please describe:</u>	\$
Other <u>approved</u> activities. Please describe:	\$
Total Actual Costs:	\$

The Fuel Management Prescription program can contribute a maximum of 75% of the cost of eligible activities and the remainder (25%) is required to be funded through community contributions.

Total Requested Grant (75% of total cost):	\$
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As outlined in Appendix 1 of the Program & Application Guide, in no circumstance 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 prescription.

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 5: 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 electronically, 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](#)

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 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 Threat – Dataset indicating areas and risk 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 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			