

***This guide is provided for information and reporting requirements only. Applications are no longer being accepted.***

UNION OF  
BRITISH  
COLUMBIA  
MUNICIPALITIES

## **Community Fuel Management Pilot Project Program**

Apply on line at <https://ground.hpr.for.gov.bc.ca/>



# **PROGRAM & ACCESS GUIDE**

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## **1. Introduction**

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The Program and Access Guide describes the purpose of the Community Fuel Management Pilot Project Program and how to make an application. Funding has been provided by the Ministry of Forests and Range Protection Branch, Province of British Columbia.

### **Purpose and Objective**

The purpose of this program is to assist communities in conducting pilot projects exploring fuel management treatment alternatives and demonstrating/showcasing these alternatives for the community.

The objective is to test methodologies prior to implementing larger scale operations, and/or public education and awareness of fuel management.

## **2. Eligible Applicants**

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All local governments are eligible for funding under this program.

### **Pre-conditions to an application**

A precondition for application is credible evidence that there is a risk to the community from wildfires. Ideally, this evidence will be supported by a Community Wildfire Protection Plan developed under this initiative.

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### **3. Eligible Costs**

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Eligible costs means direct planning, layout and treatment costs properly and reasonably incurred and paid by the local government to carry out the pilot project. In order to qualify for funding, proposed treatments must be appropriate for the ecosystem at hand, and may include the application of prescribed fire. Research activities associated with the pilot are also considered eligible.

#### **Conditions that strengthen an application**

Pilot projects that deal with Mountain Pine Beetle infestation in the urban interface will be given priority under this program.

#### **Ineligible costs**

Any cost that is not a direct cost incurred in the development of implementation of the pilot project will not be eligible for direct funding.

For the purpose of this grant program, funding is not intended to apply to:

- Emergency plans or related activities
- Community Wildfire Protection Plans
- Ongoing public information
- Local fire department training
- Large scale operational treatments

### **4. Selection Process**

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#### **Screening Criteria**

- Application must be submitted by an "eligible applicant."
- Application must be for an "eligible project."
- Applicant must show explain the purpose of the pilot project and its outcomes.

### **5. Selection Process**

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#### **Screening Criteria**

All applications must meet the following criteria.

- Application must be submitted by an "eligible applicant" and for an "eligible project"
- Applicant must have a prepared "Community Wildfire Protection Plan or equivalent that identifies stands to be treated that pose a threat due to wildfire

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- The goals of the pilot project must be clearly identified, and performance measurables provided.
- Where an application addresses areas outside the municipal or community boundaries, the applicant must consult with all potentially affected stakeholders
- The number of hectares to be treated must be indicated in the application
- The application form provided with this guide must be completed and form a part of the application package.

## **6. Payments and Accounts for Approved Projects**

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The Program Officer will inform successful applicants by letter. Funding will be disbursed on receipt of an acceptable final report and confirmation of expenses by the Chief Financial Officer. Contents of the required final report are provided as "appendix b" of this guide.

### **Payments & Reporting Requirements**

Program contribution will not exceed \$25,000 or 50% of the actual cost of the project. Matching funds may include in-kind contributions such as staff and volunteer time, use of local government resources, and funding from other sources.

### **Changes or Variations to an Approved Project**

Changes or variations to the project must be approved, in advance, by the Program Officer. Funds are not transferable to other projects.

### **Accounting records**

A statement from the Chief Financial Officer verifying the total cost of the project is required as part of the final report. Where applicable, this statement should also identify other contributions such as "in-kind," matching funding, and other revenue sources required to complete the project. It must also attest that funding was for new activities and was not used to fund an existing program.

Chief Financial Officers must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the program activities. The Program Officer may require applicants to provide details of the types and amounts of expenses incurred.

## **7. Application Process**

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**Where to Apply: On line at <https://ground.hpr.for.gov.bc.ca/>**

### **Further information:**

Local Government Program Services

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525 Government Street  
Victoria, BC, V8V 0A8  
Phone: (250) 356-5134

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

### **Application Contents**

1. The application form provided must be completed.
2. Budget, as per the sample included with this guide.
3. Board or council resolution in support of the project.
4. Contact information for the project leader.
5. Maps identifying the area to be treated.
6. In stand photos.

### **When to Apply**

Applications for funding are being accepted on an on-going basis and processed as received. As program funds are depleted, applications will be prioritized based on risk.

### **Attachments:**

- Sample budget
- Reporting requirements

For further information on other Strategic Fuel Management initiatives, please go to the Fuel Management website at <https://ground.hpr.for.gov.bc.ca/>

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## **Community Fuel Management Pilot Project Sample Budget**

*(Please note that the maximum grant for the pilot project program is \$25,000)*

<b>Task</b>	<b>UBCM funded</b>	<b>Community Contribution</b>
Pre-planning and site visits	\$1,000	\$2,000
Plot marking	\$1,000	
Assessment/reporting	\$1,000	\$1,000
Thinning operations - labour	\$9,000	
Thinning operations - supplies		\$1,000
Thinning operations - monitoring	\$1,000	\$3,000
Public education/displays		\$2,000
Community workshops		\$2,000
Grant administration		\$2,000
Totals	\$13,000	\$13,000

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## **Pilot Fuel Management Project Reporting and Documentation Requirements**

Final reporting for completion is evidence of successful completion and must include:

- Photos of fuel conditions before and after program completion.
- Written report describing the site, detailing the work undertaken, and including future maintenance recommendations.
- Report outlining the findings of the pilot, lessons learned, and potential solutions to barriers identified.
- Cost per hectare of treatment used.
- Name and credentials of those who undertook the work on behalf of the applicant.
- Summary maps in soft-copy format that clearly define the area(s) treated.
- A financial summary confirming dollars spent, including leveraged funding and community "in-kind" contributions.

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## **Spatial Data Submissions to Accompany Fuel Management Report Submissions**

Spatial data must be submitted along with the final report for CWPP, Prescription, Pilot, and Operational projects. Data standards apply to all spatial data submissions and are documented below.

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

**1. Format:** File Geodatabase (FGDB) is the preferred method and where this is not possible shapefiles are satisfactory.

#### **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 possess 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. The map must also make note of a datum and the source of the map data.

All submitted photos must possess documentation (in .txt or .doc format) indicating the location of the photo, the date they were taken, and what the photo represents.

#### **6. Naming Conventions:**

Note: Please abbreviate project folder name to a maximum of 15 characters

If providing FGDB, 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.

Shapefile: If providing 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

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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.

**7. Submission:** The preferred method for data submission is a file geodatabase (FGDB). 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. Submissions should be made through the Fuel Management Information System (FMIS). Where this is not possible please submit the data by DVD to Liz Andersen at UBCM, 525 Government Street, Victoria, BC, V8V 0A8.

**Please note:** Spatial data submissions will be evaluated against these criteria and final approval of the report and the subsequent payment will not be released until all of these criteria are met.

### **CWPP**

Data required:

- Extent of area covered under CWPP
- Fire Risk (threat) – Dataset indicating areas and risk level as described on page 9 of “Rating Interface Wildfire Threats in British Columbia”  
([https://ground.hpr.for.gov.bc.ca/files/Rating\\_Interface\\_Wildfire\\_Threats\\_User\\_Guide.pdf](https://ground.hpr.for.gov.bc.ca/files/Rating_Interface_Wildfire_Threats_User_Guide.pdf))
  - 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  
([https://ground.hpr.for.gov.bc.ca/files/Rating\\_Interface\\_Wildfire\\_Threats\\_worksheet.pdf](https://ground.hpr.for.gov.bc.ca/files/Rating_Interface_Wildfire_Threats_worksheet.pdf))
  - 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)

### **PILOT**

Data required:

- Fire Risk (where no CWPP exists)
- Treatment area
  - Must include type of treatments performed (see list of options below)

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**OPERATIONAL**

Data required:

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

Treatment types:

- Broadcast burning
- Bunching and burning
- Burying
- Felling residuals and snags
- Grazing
- Landing burning
- Logging
- Logging and scattering
- Mechanical chipping
- Piling and burning by roadsides
- Pruning
- Restrict access
- Salvage logging
- Scarification
- Spacing
- Underburning
- If another type is used, please specify.

**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 (ie. GPS, digitized from orthophoto, etc.)
- Project funding source (ie. UBCM, JOP, etc.)

**Table 1**

Type		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			
Pilot	Fire Risk	Fire_risk	Fire_risk			
Pilot	Treatment Area	Treated_area	P_Treated_area			
Operational	Treatment Area	Treated_area	O_Treated_area			

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**If you require any assistance regarding spatial data, please contact [stad@civicnet.bc.ca](mailto:stad@civicnet.bc.ca) and we will arrange for someone to assist you.**