

Community Resiliency Investment Program

2024 FireSmart™ Community Funding and Supports

Program and Application Guide for Allocation-based Funding

The 2024 FireSmart Community Funding and Supports program will have an open intake. Funding permitting, eligible recipients can request allocation-based funding between October 1, 2023 and December 31, 2024.

1. Introduction

The [Community Resiliency Investment](#) (CRI) program was announced by the provincial government in 2018 and is intended to reduce the risk of wildfires and mitigate their impacts on BC communities. As of July 2023, CRI includes two streams:

- Stream 1: FireSmart Community Funding and Supports, administered by the Union of BC Municipalities (UBCM).
- Stream 2: Crown Land Wildfire Risk Reduction, administered by the Ministry of Forests.

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

FireSmart Community Funding and Supports

The FireSmart Community Funding and Supports program provides funding to First Nations and local governments in BC to increase community resiliency by undertaking community-based FireSmart™¹ planning and activities that reduce the community's risk from wildfire. To date, 224 eligible applicants have received funding, including 101 First Nations and 123 local governments.

The First Nations' Emergency Services Society (FNESS), the Forest Enhancement Society of BC (FESBC) and the Union of BC Municipalities (UBCM) are working with the Ministry of Forests (Ministry) to deliver the FireSmart Community Funding and Supports program.

Allocation-based Funding for FireSmart Activities

First Nations and local governments with a higher risk of wildfire, generally demonstrated by Wildland Urban Interface (WUI) Risk Class 1 to 3, that have a FireSmart Position, participate in a [Community FireSmart and Resiliency Committee](#) and have an acceptable Community Wildfire Resiliency Plan (CWRP)/Community Wildfire Protection Plan (CWPP) are eligible to receive FireSmart Community Funding and Supports funding for FireSmart activities only through the allocation-based program.

Under the allocation-based model, recipients are required to submit an allocation-based funding request form (and any required attachments) in order to confirm that the eligibility criteria have been met. If approved, recipients would receive an approval agreement which includes the terms and conditions of the grant.



¹ FireSmart, Intelli-feu and other associated Marks are trademarks of the Canadian Interagency Forest Fire Centre.

Note: CWRPs and CWPPs must be complete and acceptable to the BC Wildfire Service (BCWS), FNESS and/or, where applicable, BC Parks. To be considered acceptable, CWRPs must be developed in accordance with the template and guidance document; CWPPs must include assessment and identification of FireSmart and fuel management priorities.

Application-based Funding

First Nations and local governments with lower risk of wildfire, generally demonstrated by WUI Risk Class 4 and 5, or with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1 to 3, that do not have a FireSmart Position, participate in a [Community FireSmart and Resiliency Committee](#) and have an acceptable CWRP/CWPP apply for FireSmart Community Funding and Supports through the [application-based program](#).

FireSmart in BC

[FireSmart BC](#) provides the tools and education necessary to enable citizens, communities, First Nations and local governments to increase their wildfire resiliency. FireSmart BC and the Community Resiliency Investment program both follow the seven disciplines of FireSmart as a holistic approach to reducing wildfire risk to communities.

The [FireSmart BC Information Sheet](#) has been developed to provide First Nations and local governments with an overview of available resources, training and materials that are eligible for funding.

2. Eligible Recipients for Allocation-based Funding

First Nations (bands, Treaty First Nations, and Indigenous National Governments with authority for lands and resources) and local governments (municipalities and regional districts) with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1 to 3, that have a FireSmart Position, participate in a [Community FireSmart and Resiliency Committee](#) and have an acceptable CWRP/CWPP are eligible to receive FireSmart Community Funding and Supports funding for FireSmart activities only through the allocation-based program.

3. Grant Maximum

Allocation-based Funding

The FireSmart Community Funding and Supports program can contribute up to 100% of the cost of eligible activities as follows:

- For eligible First Nations and municipalities, \$200,000 per year (for up to two years)
- For eligible regional districts, \$200,000 per year (for up to two years) plus \$50,000 for each electoral area per year (for up to two years)

Funding for Fuel Management

Eligible **fuel management** activities within **First Nations land** or **publicly owned land** within municipal boundaries or regional district parks must be applied for under the [application-based program](#) but are required to be funded with allocation-based funds.

Proposed treatments that include contiguous, logical treatment units that extend onto **Provincial Crown Land** may be eligible for additional funding for only the fuel management activities on **Provincial Crown Land**.

In order to ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may

decrease the value of the grant. This includes any other grant funding and any revenue (e.g. sale of forest products) that is generated from activities that are funded by the FireSmart Community Funding and Supports program.

4. Requirements for Funding

Local governments are encouraged to proactively engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities and enhance reconciliation. More information on engagement best practices is available [here](#).

Reporting for Prior Projects

To qualify for allocation-based funding:

- All activities funded under the 2019 and 2020 FireSmart Community Funding and Supports program and 2021 FireSmart Economic Recovery Fund must be complete and the final report must be submitted in full
- All activities funded under the 2021 and 2022 FireSmart Community Funding and Supports program must be complete and the final report must be submitted in full (unless a project extension has been approved)
- All activities funded under the 2023 FireSmart Community Funding and Supports program must either be:
 - Complete and the final report is submitted, OR
 - Within 120 days of completion and the [Interim Report Form](#) has been submitted

Additional Funding Requirements

To qualify for funding, all eligible activities must:

- Be located within the recipient's administrative boundary
- Include new activities or represent a new phase of an existing project (retroactive funding is not available unless specifically identified in this guide).
- Be capable of completion within two years of the date of grant approval.
- Where applicable, be completed by a qualified professional that is accredited by their professional association.
- Ensure compliance with applicable federal and provincial legislation and regulations and local authority (e.g. burning bylaws or other bylaws or plans).
- Where applicable, be eligible for required approvals for authorizations and/or permits from the **Provincial Crown Land** Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g. Indigenous Services Canada).

5. Eligible and Ineligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the recipient to carry out eligible activities. Eligible costs can only be incurred from the date of submission of the Allocation-based Funding Request Form until the final report is submitted.

[Table 1](#) identifies the activities that are eligible for funding and provides annual cost maximums for those activities. Recipients are required to expend allocation-based funding within the cost maximums. However, with mitigating circumstances (e.g. remote community), recipients can propose costs higher than the maximums if a rationale is provided and accepted. In all cases, eligible activities must be cost-effective.

Where applicable, recipients are encouraged to collaborate on proposed activities with **Provincial Crown Land Manager** (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g. Indigenous Services Canada).

Table 1: Activities Eligible for Allocation-based Funding	
1. FIRESMART POSITIONS <i>In order to increase local capacity, recipients are required to have a FireSmart position to oversee eligible activities and to establish a sustainable FireSmart program.</i>	
Eligible Activities	Cost Maximums and Guidance
A. Continuation of FireSmart positions based on the recommended job descriptions : <ul style="list-style-type: none"> • FireSmart Coordinator • Local FireSmart Representative • Wildfire Mitigation Specialist • Wildfire Forest Professional • FireSmart Crew Member 	<i>The primary focus of FireSmart positions is to support eligible FireSmart activities but other activities related to emergency management (i.e. EOC, ESS, evacuations), structural fire and/or forestry (i.e. Indigenous Guardians) are eligible as no more than 20% of job duties.</i>
2. EDUCATION (Required for all allocation-based funding) <i>Public education and outreach play a critical role in helping communities prepare for wildfire by promoting a sense of empowerment and shared responsibility. <u>All projects are required to include an education component.</u> For costs associated with the purchase of FireSmart resources please visit Resources on FireSmartBC.ca.</i>	
Eligible Activities	Cost Maximums and Guidance
A. Update signage, social media, websites and/or newsletters, and community education materials or displays related to a proposed activity in categories 2 through 10 below. <i>Please note: Ember mascots will be available on a limited basis and regional allocation will be considered before approval.</i>	<ul style="list-style-type: none"> • Banners: up to \$1,600 (total order per year) • Posters: \$250 (total order per year) • Videos specific to community wildfire resiliency: up to \$10,700 each per year • Tents, including walls: up to \$2,200 each • Vehicle decals: up to \$750 (total order per year) • T-shirts: up to \$1,100 (total order per year) • Ember mascot: up to \$9,000 • FireSmart Magnetic Board: up to \$1,750 each
B. Promote/distribute FireSmart educational resources, such as FireSmart 101 , Wildfire Risk Reduction Basics , FireSmart BC Education Program, FireSmart Begins at Home app, social media, FireSmart BC materials.	
C. Organize, host or support FireSmart events: Wildfire Community Preparedness Day, Farm and Ranch Wildfire Preparedness workshop, Neighbourhood Champion workshop, community FireSmart day, and/or wildfire season open houses.	Up to \$5,500 per event

D. Support the FireSmart BC Library Program at local/regional libraries. This program includes Wildfire Resiliency Literacy Kits, Ember Activity Packages, Colouring Contest materials, and access to Storytime Videos with Ember.	Up to \$550 per branch or \$1,800 per independent library
E. Targeted education to support implementation of fuel management activities, including cultural burning and prescribed fire .	
3. COMMUNITY PLANNING <i>Community planning is a very effective tool for reducing wildfire risk for lands and buildings within the administrative boundaries of First Nation communities and local governments.</i> <i>Refer to the Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping or FireSmart BC Landscaping Hub.</i>	
Eligible Activities	Cost Maximums and Guidance
A. Amend existing CWRPs that are less than 5 years old to include: <ul style="list-style-type: none"> • FireSmart Road Map. • Recently acquired land or areas of new development, etc. • Ground-truthing for new treatment units. • Significant changes to forest stand composition and/or forest health changes or impacts. • Integrating other plans or information 	Up to \$16,000 (depending on AOI and eligible WUI) <i>Recipients with an acceptable CWPP that would like to develop a new CWRP must contact UBCM before commencing the project.</i>
B. Develop FireSmart policies and practices for the design and maintenance of First Nations land and publicly owned land , such as parks and open spaces.	
C. Develop FireSmart policies and practices for the design and maintenance of First Nations owned buildings and publicly owned buildings .	
D. Complete FireSmart assessments for eligible First Nation owned buildings, publicly owned buildings, publicly and First Nations owned critical infrastructure, culturally significant sites and/or green spaces . FireSmart Assessments include:	
<ul style="list-style-type: none"> • FireSmart Home Ignition Zone (HIZ) Assessment 	Up to \$250 per structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> • FireSmart Critical Infrastructure Assessment 	Up to \$850 per structure (generally 4 to 8 hours) with required identification of buildings and ownership in WS1
<ul style="list-style-type: none"> • FireSmart Home Partners Program Assessment 	Initial assessment – Up to \$350 per structure (generally 2 to 3 hours to complete field assessment and report writing)
<ul style="list-style-type: none"> • FireSmart Culturally Significant Sites and Green Spaces Assessment 	Up to \$850 per structure/location (generally 4 to 8 hours) with ownership of land in WS1

4. DEVELOPMENT CONSIDERATIONS

Community land use and development in wildfire-prone areas affects the susceptibility of the community at different scales and in terms of where and how a community is, or will be, developed.

Refer to the [Wildfire-Resilience Best Practice Checklist for Home Construction, Renovation and Landscaping](#) or [FireSmart BC Landscaping Hub](#).

Eligible Activities	Cost Maximums and Guidance
A. Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles.	Up to \$10,700
B. Revise landscaping requirements in zoning and development permit documents to incorporate FireSmart principles.	Up to \$10,700
C. Establish or revise Development Permit Areas for Wildfire Hazard to incorporate FireSmart principles.	Up to \$10,700
D. Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included.	Up to \$10,700

5. INTERAGENCY CO-OPERATION

Interagency cooperation may include local fire departments, First Nation and/or local government staff and elected officials, **Provincial Crown Land Manager** (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g., Indigenous Services Canada), provincial ministries (e.g., EMCR and BCWS), industry representatives and other stakeholders.

Eligible Activities	Cost Maximums and Guidance
A. Coordinate and/or participate in a Community FireSmart and Resiliency Committee (CFRC).	Up to \$2,200 per meeting plus additional funds for coordination
B. Participate in an integrated fuel management, cultural burning and/or prescribed fire planning table (generally led by Ministry staff in collaboration with communities) to support the integration of fuel management planning across jurisdictional boundaries.	Up to \$2,200 per meeting
C. Provide Indigenous cultural safety and humility training to emergency management personnel in order to more effectively partner with, and provide assistance to, Indigenous communities for both wildfire prevention and suppression.	
D. Attend the Wildfire Resiliency and Training Summit. Note: eligible costs include conference fee and travel (including accommodations and per diems).	Up to four staff, up to \$2,000 per attendee per year
E. Support the FireSmart BC Plant Program at local garden centres or nurseries. Includes plant tags, banners, staff buttons and in-store advertising.	Up to \$2,500 per location

6. EMERGENCY PLANNING <i>Community preparations for a wildfire emergency require a multi-pronged approach in order for a community to respond effectively to the threat of wildfires as a whole.</i>	
Eligible Activities	Cost Maximums and Guidance
A. Develop and/or participate in cross-jurisdictional meetings and <u>tabletop exercises</u> specifically focused on wildfire preparedness and suppression, including seasonal wildfire readiness meetings.	Up to \$2,200 per meeting
B. Assess community water delivery ability as required for suppression activities, limited to current water system evaluation and available flow analysis.	Up to \$10,700
C. Assess, inventory and <u>purchase</u> FireSmart structure protection equipment. <i>Refer to Appendix 3 for more information on the eligible FireSmart Structure Protection Trailer expenditures. Confirmation from the SPCO must be submitted to UBCM prior to purchases for Phases 2, 3 or 4.</i>	Up to \$45,000 per year
D. Use and/or promote EMCR Wildfire Preparedness Guide and/or Wildfire Evacuation Checklist for community emergency preparedness events focused on wildfire.	Up to \$5,500 per event
7. FIRESMART TRAINING AND CROSS TRAINING <i>Cross-training fire department members and emergency management personnel supports local FireSmart activities, including a safe and effective wildfire response.</i> <i>For all virtual courses, eligible costs include: course fee (if any), required course materials, wages and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include: course fee, required course materials, wages and travel (including accommodations and per diems).</i>	
Eligible Activities	Cost Maximums and Guidance
A. Training for FireSmart Positions. <i>Refer to the recommended job descriptions for the training required for each position. Only qualifications identified in the job descriptions are eligible for funding.</i>	Required training breakdown for each proposed position
B. Local FireSmart Representative training (free, virtual). <i>Refer to Appendix 4 for more information on the FireSmart Canada Neighbourhood Recognition program.</i>	
C. Home Partners Program – Wildfire Mitigation Specialist training <u>for new applicants to the HPP program</u> . <i>To become a WMS, the HPP workshop (max. 10 attendees) must be completed. The workshop facilitation fee is \$6,000. After that, an annual enrollment fee is required for each trained WMS to access the required HPP tools and resources.</i> <i>Refer to Appendix 4 for more information on the HPP program.</i>	Up to \$8,500 per workshop plus required \$350 annual HPP enrolment fee per trained WMS

<p>D. Home Partners Program – Wildfire Mitigation Specialist annual enrollment fee <u>for applicants with an existing HPP program</u>.</p> <p><i>This fee is for new WMS that have completed their training and those renewing their registration with FireSmart Canada. Note this yearly fee is mandatory for all WMS to remain active in British Columbia.</i></p>	Up to \$350 per trained WMS for HPP enrollment fees
<p>E. Cross-train fire department members only to include structural fire and interface wildfire training. The following are the <u>only</u> courses eligible for funding:</p>	
<ul style="list-style-type: none"> • Wildfire Risk Reduction Basics Course (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC.) 	
<ul style="list-style-type: none"> • Fire Life & Safety Educator (public education course for fire safety education). 	
<ul style="list-style-type: none"> • ICS-100 (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online). 	
<ul style="list-style-type: none"> • SPP-WFF1 Wildland Firefighter Level 1 (includes S-100, S-185, ICS-100). 	
<ul style="list-style-type: none"> • S-100 Basic fire suppression and safety (basic fire suppression training for contract crews) and S-100A (annual refresher). 	
<ul style="list-style-type: none"> • S-185 Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations). 	
<ul style="list-style-type: none"> • S-231 Engine Boss (training for structure protection program in a WUI event). 	
<ul style="list-style-type: none"> • WSPP-115 (training for structure protection unit crews) and WSPP-FF1(train the trainer). 	
<ul style="list-style-type: none"> • Task force leader (for structure protection only; course for wildfire personnel to monitor and assess specialty resources that work together to accomplish a common wildfire task). 	
<ul style="list-style-type: none"> • Structure Protection Group Supervisor (GrpS) (for structure protection only; course for wildfire personnel to implement assigned portion of the Incident Action Plan and be responsible for all operations conducted in the division/group). 	
<p>G. Cross-train emergency management personnel:</p> <ul style="list-style-type: none"> • Introduction to Emergency Management in Canada (basic concepts and structure of emergency management). 	

<ul style="list-style-type: none"> • ICS-100 (introduction to an effective system for incident command, control, and coordination of response at an emergency site; available online). 	
8. FIRESMART PROJECTS FOR CRITICAL INFRASTRUCTURE <i>Implementing recommended FireSmart improvements to local critical infrastructure demonstrates wildfire prevention principles and best practices to community members and other stakeholders.</i> <i>Refer to Appendix 5 for funding requirements for critical infrastructure.</i> <i>In cases where critical infrastructure is located on Provincial Crown Land confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and must be submitted to UBCM prior to project commencement.</i>	
Eligible Activities	Cost Maximums and Guidance
A. Completion of FireSmart Assessment before mitigation work is started (required).	
<ul style="list-style-type: none"> • FireSmart HIZ Assessment 	Up to \$250 per structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> • FireSmart Critical Infrastructure Assessment 	Up to \$850 per structure (generally 4 to 8 hours) with required identification of buildings and ownership
<ul style="list-style-type: none"> • FireSmart Home Partners Program Assessment 	Up to \$350 per structure (generally 2 to 3 hours to complete)
B. Completion of recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in Table 7 (Appendix 5) .	Up to \$53,500 per eligible structure, including building materials and labour
C. Completion of FireSmart Assessment after mitigation work is complete (required).	
<ul style="list-style-type: none"> • FireSmart HIZ Assessment 	Up to \$250 per structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> • FireSmart Critical Infrastructure Assessment 	Up to \$850 per structure (generally 4 to 8 hours) with required identification of buildings and ownership
<ul style="list-style-type: none"> • FireSmart Home Partners Program Assessment 	Follow-up inspection – Up to \$150 per structure (generally 1 hour to complete)
9. FIRESMART PROJECTS FOR COMMUNITY ASSETS <i>Implementing recommended FireSmart improvements to local community assets demonstrates wildfire prevention principles and best practices to community members and other stakeholders.</i> <i>Refer to Appendix 5 for funding requirements for community assets.</i> <i>In cases where community assets are located on Provincial Crown Land confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and must be submitted to UBCM prior to project commencement.</i>	

Eligible Activities	Cost Maximums and Guidance
A. Completion of FireSmart Assessment before mitigation work is started (required).	
<ul style="list-style-type: none"> FireSmart HIZ Assessment 	Up to \$250 per structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> FireSmart Critical Infrastructure Assessment 	Up to \$850 per structure (generally 4 to 8 hours) with required identification of buildings and ownership
<ul style="list-style-type: none"> FireSmart Home Partners Program Assessment 	Up to \$350 per structure (generally 2 to 3 hours to complete)
B. Completion of recommended mitigation activities identified in the assessment, limited to labour and material costs required to complete activities outlined in Table 7 (Appendix 5) .	Up to \$53,500 per eligible structure, including building materials and labour
C. Completion of FireSmart assessment after mitigation work is complete (required).	
<ul style="list-style-type: none"> FireSmart HIZ Assessment 	Up to \$250 per structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> FireSmart Critical Infrastructure Assessment 	Up to \$850 per structure (generally 4 to 8 hours) with required identification of buildings and ownership
<ul style="list-style-type: none"> FireSmart Home Partners Program Assessment 	Follow-up inspection – Up to \$150 per structure (generally 1 hour to complete)
10. FIRESMART PROJECTS FOR CULTURALLY SIGNIFICANT SITES Culturally significant sites are locations of historical and cultural importance to Indigenous communities, preserving their heritage, traditions, and connection to the land. These include, but are not limited, to culturally modified trees, traditional dwellings, burial sites, and ceremonial sites. Refer to Appendix 6 for funding requirements for culturally significant sites . In cases where culturally significant sites are located on Provincial Crown Land confirmation that the proposed activities are supported will be required from Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and must be submitted to UBCM prior to project commencement.	
A. Completion of the FireSmart CSSGS Assessment before mitigation work is started (required).	Up to \$850 per location/structure (generally 4 to 8 hours)
B. Completion of recommended mitigation activities identified in the FireSmart CSSGS Assessment, limited to labour and material costs required to complete activities outlined in Table 8 (Appendix 6) .	Up to \$25,000 per eligible location, including building materials and labour
C. Completion of the FireSmart CSSGS Assessment after mitigation work is complete (required).	Up to \$850 per location/structure (generally 4 to 8 hours)

11. FIRESMART PROJECTS FOR GREEN SPACES <i>Green spaces include parks, gardens, cemeteries, naturalized spaces, trails and pathways, waterfronts, linear parks and greenways, rights-of-way and boulevards. Refer to the definitions for more information.</i> <i>Refer to Appendix 6 for funding requirements for green spaces.</i>	
A. Completion of the FireSmart CSSGS Assessment before mitigation work is started (required).	Up to \$850 per location/structure (generally 4 to 8 hours)
B. Completion of recommended mitigation activities identified in the FireSmart CSSGS Assessment, limited to labour and material costs required to complete activities outlined in Table 8 (Appendix 6) .	Up to \$25,000 per eligible location, including building materials and labour
C. Completion of the FireSmart CSSGS Assessment after mitigation work is complete (required).	Up to \$850 per location (generally 4 to 8 hours)
12. FIRESMART ACTIVITIES FOR RESIDENTIAL AREAS <i>First Nations and local governments have a key role to play in supporting residents and property owners to undertake FireSmart activities that demonstrate wildfire prevention principles and best practices.</i> <i>To be eligible for funding, all FireSmart activities for residential areas must be located in the FireSmart Home Ignition Zone (with residential property and/or home owners' consent).</i>	
Eligible Activities	Cost Maximums and Guidance
A. Residential FireSmart Activities.	
<ul style="list-style-type: none"> Conduct FireSmart HIZ Assessments for individual residential properties or homes, limited to: <ul style="list-style-type: none"> Data collection activities using HIZ assessment. Digitizing HIZ assessment information. Simple reporting (for community members, Council, etc.). Basic mapping for PDF product. 	Up to \$250 per structure (generally 2 to 3 hours to complete)
<ul style="list-style-type: none"> Offer local rebate programs to residential property or home owners that complete eligible FireSmart activities. <i>Refer to Appendix 7 for more information.</i> 	Rebates are limited to 50% of the total cost of the eligible activities identified in Table 9 (Appendix 7) and up to \$5,000 per property
<ul style="list-style-type: none"> Completion of recommended mitigation activities identified in a completed FireSmart Assessment, limited to labour costs required to complete activities outlined in Table 9 (see Appendix 7) for: <ul style="list-style-type: none"> Residential homes and properties owned by seniors (65 years of age or older), elders, people with limited mobility or vulnerable populations who cannot undertake mitigation activities themselves. Band owned housing occupied by elders, people with limited mobility or vulnerable populations and who cannot undertake mitigation activities themselves. 	

<p>B. FireSmart Canada Neighbourhood Recognition.</p> <p>Refer to Appendix 4 for requirements for funding this activity and note that the assessment and plan are required to be completed in the same intake.</p>	<p>Neighbourhood Wildfire Hazard Assessments - Up to \$450 per neighbourhood (generally 3 – 4 hours to complete)</p> <p>FireSmart Neighbourhood Plans - Up to \$1,100 per neighbourhood</p>
<p>C. Conduct FireSmart Home Partners Assessment for individual residential properties or homes, <u>limited to</u>:</p> <ul style="list-style-type: none"> • Upon completion of certification, receipt of a Home Partners driveway sign. • Data collection and management using HPP data base. • Simple reporting (for community members, Council, etc.). • Basic mapping for PDF product. <p>Refer to Appendix 4 for requirements for funding.</p>	<p>Initial assessment – Up to \$350 per structure (generally 2 to 3 hours to complete)</p> <p>Follow-up inspection – Up to \$150 per structure (generally 1 hour to complete)</p>
<p>D. Provide off-site vegetative debris disposal for residential property or home owners who have undertaken their own residential scale FireSmart vegetation management, including:</p> <ul style="list-style-type: none"> • Provide sharpening services for gardening hand tools • Provide a dumpster, chipper or other collection method. • Waive tipping fees. • Provide curbside debris pick-up. <p>Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects</p>	

Additional Eligible Costs and Activities

In addition to the activities identified in [Table 1](#), the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental recipient staff and administration costs (e.g. creating a new position or adding new responsibilities to an existing position);
- Consultant/contractor costs. Please note: if you intend to hire a professional (planner, forester) to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g. social media, planning events or administering rebate programs) consultant rates are expected to be commensurate with the type of activity being undertaken;
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates;
- Expenses related to local cultural protocols (e.g. gifts, cultural ceremonies);
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials;
- Identification of community and cultural values through engagement. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, biologists, etc.) and engaging the community (e.g., equity-denied populations, Indigenous organizations), Indigenous Nations, local governments, agricultural sector, critical infrastructure owners, etc.;
- Purchase of [FireSmart BC](#) branded items for community events and/or recruitment/retention of volunteers (up to \$5,000 per recipient per year);

- Purchase of tools (e.g. hand saws, loppers), power tools (e.g. chainsaws, brush saws, walk-behind lawnmowers, string trimmers) and IT equipment (limited to tablet computers, compatible Satellite Emergency Notification Devices, Global Positioning System trackers and required accessories) required for eligible activities (up to \$5,000 per recipient per year);
- Lease of equipment and/or vehicles (with the exception of trailers or equipment for FireSmart structure protection);
- Presentation to Band Council, or Treaty First Nation government, local government Council, Board, community organizations, etc.; and,
- Public information costs.

Ineligible Costs and Activities

Any activity that is not outlined in [Table 1](#) or explicitly approved by UBCM is not eligible for grant funding. This includes:

- Routine or ongoing operating and/or planning costs or activities that are not incremental to the project;
- Development or amendment of plans or maps primarily intended for emergency response.
- Development of databases;
- Purchase of software, software licences, service subscriptions, or membership fees;
- Development of FireSmart plans, other than CWRPs, amendments to existing CWRPs and [FireSmart Neighbourhood Plans](#);
- Development or update of feasibility studies (including water tank location analysis);
- Purchase, construction or siting of Fire Danger rating signs;
- Purchase of non-[FireSmart BC](#) branded items for community events and/or recruitment/retention of volunteers;
- Purchase of emergency supplies (e.g. first aid kits, evacuation supplies) for community members or households;
- Wildfire threat assessments and fuel treatment unit identification on **private land** (outside of GIS and/or FireSmart assessments, with the land owners' consent) or outside of the eligible WUI. Private Managed Forest Land (PMFL) wildfire threat assessments may be eligible if located within the eligible one kilometre WUI and the PMFL owner has consented; and,
- For FireSmart crew activities only:
 - Purchase of machinery and/or livestock for grazing.
 - Work undertaken by the Ministry
 - Any third-party requirements to address hazard abatement under the *Wildfire Act*.
 - Hazard abatement activities related to existing or decommissioned saw mills (e.g. removal of slabs and/or sawdust).

6. Grant Management and Recipient Responsibilities

Grants are awarded to eligible recipients only and, as such, the recipient is responsible for completion of the project and for meeting reporting requirements. Recipients 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 Funding Decision and Payments

All recipients will receive written notice of funding decisions. Recipients will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded as follows: 25% when the signed Approval Agreement has been returned to UBCM, and the eligible remainder when the project is complete and UBCM has received and approved the required final reporting.

Post-Grant Approval Meetings

As a requirement of grant funding, all recipients are required to meet with the BCWS Wildfire Prevention Officer/Prevention Specialist or FNESS Mitigation Specialist/Liaison, or designate, to discuss the approved project prior to commencing work.

In addition, where applicable, recipients are encouraged to meet with the Provincial Crown Land Manager (BC Parks, Mountain Resort Branch, Natural Resource District and/or Recreation Sites and Trails) and/or other land managers (e.g. Indigenous Services Canada) to discuss the project prior to commencing work.

Progress Payments (Claims)

To request a progress payment, recipients are required to submit the [Allocation Claims Form](#) (and all required attachments).

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the approval letter and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extension requests over six months.

Extensions will not exceed one year from the date of the original final report deadline.

7. Interim Reporting and Final Report Requirements and Process

Reporting requirements do not apply to any product, data or information which may include Indigenous knowledge. The Ministry of Forests respects the First Nations principles of OCAP®.

Interim Reports

An interim report, using the [Allocation Claims Form](#), will be required at 12 months for all two-year projects.

Final Reports

Recipients are required to submit an electronic copy of the complete final report, as outlined in [Table 2](#).

Submission of Interim Reporting and Final Reports

Interim and final reports should be submitted as Excel, Word, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All interim and final reports should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: cri@ubcm.ca.

Review of Interim and Final Reports

UBCM will perform a preliminary review of all reports to ensure the required report elements have been submitted. Following this, all complete final reports and deliverables will be reviewed by BCWS, FNESS and/or, where applicable, BC Parks.

All final report materials may be shared with the Province of BC, First Nations' Emergency Services Society, and BC FireSmart Committee.

Table 2: Required Final Report Contents and Related Attachments	
Required Submissions	Related Attachments (as required)
FireSmart Activities	<ul style="list-style-type: none"> • Refer to Allocation Claims/Final Report Form
CWRP Updates	<ul style="list-style-type: none"> • Copy of the amended CWRP • Maps and spatial data as outlined in Appendix 8
Copies, excerpts and/or links to all materials produced with grant funding	
Photos of funded activities and/or completed projects and links to media directly related to the funded project.	

8. Additional Information

For enquiries about the application process or general enquiries about the program, please contact UBCM at cri@ubcm.ca or (604) 270-8226 ext. 220.