



Columbia Basin
Fish & Wildlife
Compensation
Program



Large Project Application

**Working with the CBFWCP to Conserve
and Enhance Fish and Wildlife**

THE COLUMBIA BASIN FISH & WILDLIFE COMPENSATION PROGRAM IS A JOINT INITIATIVE BETWEEN BC HYDRO AND THE GOVERNMENT OF BRITISH COLUMBIA (MINISTRY OF WATER, LAND & AIR PROTECTION) TO CONSERVE AND ENHANCE FISH AND WILDLIFE POPULATIONS AFFECTED BY BC HYDRO DAMS IN THE REGION. BC HYDRO FUNDS CBFWCP \$3.2 MILLION ANNUALLY (INDEXED FOR INFLATION) AND BC GOVERNMENT PROVIDES VALUABLE EXPERTISE IN THE DEVELOPMENT AND DELIVERY OF PROJECTS.

THE DEADLINE FOR PROJECT APPLICATIONS IS OCTOBER 1, 2004

WWW.CBFISHWILDLIFE.ORG

CBFWCP

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1. Introduction to the Program

The Program is a joint partnership of BC Hydro (BCH) and the BC government. It was created to deliver and fund a variety of activities that help conserve and enhance fish and wildlife populations in the Canadian portion of the Columbia River system. Enhancement activities started as long as 15 years ago and some of them continue (e.g., spawning channels and hatchery operations). Other activities will evolve from new proposals submitted by members of the public, the two partner agencies or other organizations. All ongoing and new projects will be funded from the annual budget of approximately \$3.2 million (indexed for inflation).

The specific objectives of the Program are to:

- Enhance existing fish and wildlife habitat in areas affected by BC Hydro's hydroelectric developments in the Columbia River Basin. For example a project to improve spawning areas at the mouth of a fish-bearing stream that feeds into a reservoir.
- Enhance habitat in other areas where the opportunity for on-site enhancement has been significantly reduced or eliminated by reservoir development. For example, a project to improve deer winter range similar to habitat lost due to flooding.

Projects will be considered for funding under this Program if they support one of the above objectives.

2. Small vs. Large Projects

This application process is designed for larger, more complex and more scientifically rigorous projects with an annual budget of greater than \$10,000. A separate, simplified process is available for small projects of \$10,000 or less (Small Project Application). If you are unsure which application process is more suitable for your project idea, consult the local Program office (see addresses on page 4).

3. Submission Deadline and Format

There is only one intake of applications each year. All applications must be received by the deadline of **4:30 pm on October 1**. If October 1 is not a working day, the deadline will move to the next working day. For example, if October 1 is a Saturday, the deadline will be 4:30 pm on Monday.

Applicants should mail, courier, fax, e-mail or hand deliver one copy of the completed application package to any of the Program offices.

As explained below, the application consists of two parts: a Project Summary & Budget form and a Project Outline (see #8 below). Both must be typed. Note that proposals that are incomplete, late or hand-written will **not** be considered.

4. Eligible Proponents and Projects

Project proponents may be individuals or organizations. The Program will support projects that complement and do not duplicate the work of other agencies and organizations, and that involve partnerships with other groups whenever possible.

In meeting the two broad objectives of the Program (see #1 above), projects may directly address habitat enhancement or they may indirectly address habitat and population issues. Four types of activities will be considered for funding by the Program:

- **inventory and assessment**, to describe the current situation. For example, conducting a population count of deer in a particular area and assessing their habitat.
- **design and planning**, to define how the current situation can be improved. For example, researching the habitat needs of deer, comparing these requirements with the results of a habitat assessment, and developing a plan to achieve improved habitat.
- **enhancement or restoration** activities.
- follow-up **evaluation** and **monitoring** to ensure goals are met.

The following activities are examples of unacceptable projects. Please ensure your project proposal **does not** include:

- construction of boat launches, recreational access and recreation sites.
- debris clean-up on reservoirs.
- ongoing administrative costs for interest groups or organizations.
- compensation for individual losses resulting from hydroelectric development.
- promotion of business opportunities.

In addition, projects must conform with current resource management objectives and with established practices, legislation and policies (e.g., Wild Fish Policy).

5. Review Process

Applications are reviewed by Program staff and committees to ensure they are cost-effective, achievable, biologically appropriate and socially desirable. There are three steps to the review process.

1. Stage 1 – Acceptability

Any project submitted to the Program must meet the following criteria before receiving further consideration:

- Consistent with Program objectives (as stated above)
- Consistent with BC government/BCH mandates and policies, and with regional fish and wildlife management goals
- Compatible with other resource management objectives
- Based on sound biological principles
- Located within the Program area. This includes most of the Columbia River Basin in Canada, extending from the Valemount area in the north to Grasmere in the southeast and Rossland in the southwest. Note that the Flathead, Kettle and Okanagan river drainages are not included in the Program area at this time.

If a project is not recommended following Stage 1 review, a letter will be sent to the applicant explaining why.

2. Stage 2 – Ranking

Proposals that meet the Stage 1 acceptability criteria are forwarded to the appropriate technical committee (fish or wildlife) for ranking based on the following criteria:

- Contributes to conservation of indigenous species and wild stocks
- Protects or augments sensitive or valuable habitats
- Improves or maintains local or regional species diversity
- Includes ongoing/existing work requiring continuity

- Involves restoration, rehabilitation or enhancement of habitat
 - Addresses a direct impact as a result of dam construction and inundation
 - Adequate/logical background and planning has been completed
 - Addresses an urgent requirement or threat to population maintenance and/or habitat protection
 - Cost effectiveness (benefit to cost or risk ratio) and value-added aspects
 - Encourages a coordinated basin-wide approach either in terms of methodology, applicability of study results or the enhancement of habitat productivity
 - Ease of implementation
 - Encourages innovation
- For more detail on these criteria, refer to the Program Handbook or the Program website.

3. Stage 3 – Project Considerations

After the Technical Committees complete the Stage 2 ranking, recommended project applications are reviewed by the Program’s Steering Committee (which includes representatives from the BC government and BCH, as well as public representatives). The following considerations are used by the Steering Committee to capture socio-economic and geographic values:

- Consistency with the Program Strategic Plan.
 - Financial impact of the project on the total Program budget.
 - Timeline impact on the Program’s ability to meet its mandate and/or public expectations.
 - Encourage the involvement of First Nations, community based groups and interested individuals.
 - Other partners are involved in the project (e.g., other agencies, stakeholders or industry).
 - Opportunities provided to raise public awareness of and active support for the Program.
 - Geographic distribution of projects throughout the Basin.
 - Meeting community and public values.
 - Likelihood of the project moving from study to action.
- If a project is not recommended following Stage 3 review, a letter will be sent to the applicant explaining why.

A summary of previously approved projects for both fisheries and wildlife is available from any of the Program offices or on the Program website.

6. Important Program Information

Proponents are encouraged to contact the nearest public representative and/or Program biologist to discuss project ideas prior to submitting an application.

Program offices and public representatives are as follows:

Head Office, Nelson

CBFWCP

103-333 Victoria Street

Nelson, BC V1L 4K3

Phone: 250-352-6874 Fax: 250-352-6178 E-mail: beth.woodbridge@bchydro.bc.ca

Public representative: Richard Spilker, Castlegar. Phone 250-365-2183. E-mail: spilk@direct.ca

East Kootenay Office

CBFWCP

Box 14, D3

Unit 2 – 108 Industrial Road #2

Athalmer, BC V0A 1A0

Phone: 250-342-3941 Fax: 250-342-3986 E-mail: cheryl.persson@bchydro.bc.ca

Public representative: Jim Zimmerman, Elkford. Phone 250-865-4556. E-mail: jimzim@hot-shot.com

First Nations representative: Joe Nicholas. Phone: 342-6301. E-mail: akisqnuk@rockies.net

Revelstoke Office

CBFWCP

Box 500

1200 Powerhouse Road

Revelstoke, BC V0E 2S0

Phone: 250-837-2538 Fax: 250-837-9600 E-mail: karen.bray@bchydro.bc.ca

Public representative: Pat Wells, Revelstoke. Phone 250-837-5792. E-mail: patwells@rctonline.net

7. The Applicant's Responsibility

In addition to the work that the applicant proposes and agrees to do, there are two other important responsibilities applicants must be aware of and willing to undertake:

- once a project is accepted, adequate accident insurance and WCB coverage must be arranged for all people and activities involved for the duration of the project. This will be arranged in conjunction with the Program.
- to receive project funding, invoices accompanied by supporting documents, such as receipts, must be submitted to the Program office. Note that funds not utilized by the project are retained by the Program.

8. Application Format

The application consists of two parts:

- A. Project Summary and Budget (see form attached). This form is the cover sheet for the more detailed project outline described below.
- B. Project Outline. The outline must include the following information. Please use the format and sequence outlined below.
 1. Project Location

Indicate the location on a 1:50,000 map and provide a detailed, written description of the location including distances and directions from well-known features such as the nearest town, highway, body of water, etc.
 2. Project Description and Rationale

Issue(s): describe why this project is necessary, what need or gap it fills, or what problem it addresses. Describe the urgency/priority of this issue on a regional or provincial scale.

Objective(s): briefly describe the project's objectives, i.e. what is to be accomplished to address the problem/meet the purpose of the project. For example, explain how habitat will be enhanced and for what species, or how information from this project will be used to restore habitat/populations in question. Include a statement on social benefits

Description of work: briefly describe the work to be done, including background information, enhancement activities, research techniques or educational initiatives. Mention any research used to develop the project. Describe the timelines for the project activities.

Measures of success: describe the measurable outcome of each activity, i.e. how the success of the project in meeting its objectives can be measured. E.g., number of hectares slashed, number of km of stream cleaned, production of a brochure. These measures of success will be used to evaluate the overall success of the project.

Proposed future work: if it is anticipated that work on this project will extend beyond the next fiscal year, outline the additional proposed phases including costs for each year. For example, ongoing maintenance costs.
 3. Public Participation/Partners

The Program encourages the involvement of the public and the development of partnerships in funded projects. Describe how other partners (e.g., businesses, clubs, the general public, government agencies) are involved in the project and what resources they are contributing.
 4. Credentials and Letters of Support

Provide information on the credentials of consulting companies that will be involved in the project. Letters of support may also be submitted, as well as confirmation of other contributors.



103 - 333 Victoria Street, Nelson, British Columbia V1L 4K3
Phone: (250) 352-6874 Fax: (250) 352-6178

Project Summary and Budget

Project Name _____

(Include a geographic name and a description of the nature of the project. E.g., Frenchman's Ridge Enhancement)

Project Description _____

(Provide a brief summary of project activities)

Project Sponsor (group or individual) _____

Name _____

Mailing address _____

Town _____ Postal Code _____

Phone _____ Fax _____ E-mail _____

Contact Person (if sponsor is group)

Name _____

Mailing address _____

Town _____ Postal Code _____

Phone _____ Fax _____ E-mail _____

Funding requested from the Program \$ _____

Project Budget

Project Name _____

Prepare a budget for the upcoming fiscal year. If the project involves more than one site, complete a budget for each site.

A. Expenditures

	No. Days/Hours	Daily/hourly rate	Total
Services			
Professional	_____	_____	_____
Administration	_____	_____	_____
Technical	_____	_____	_____
Unskilled	_____	_____	_____
Total services \$			_____

Materials & Supplies

Office expenses.....	\$ _____
Equipment rental.....	\$ _____
Vehicle/boat rental.....	\$ _____
Educational material (signs, brochures, etc.).....	\$ _____

Total materials & supplies \$ _____

A. Total Expenditures \$ _____

B. Project Funding (cash)

Other (not Program) cash contributions **confirmed** from:

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total other cash contributions: \$ _____

Funding requested from the Program \$ _____

(Total expenditures minus total other cash contributions)

B. Total (other + Program) Cash Contributions \$ _____

C. Applicant's Contributions (in kind)

Volunteer labour (@min. wage/hour)	\$ _____
Donated equipment (@prevailing rate/hour)	\$ _____
Other (specify) _____	

C. Total In Kind Contributions \$ _____

Total value of project (B + C) \$ _____

ALL APPLICANTS MUST READ, SIGN AND DATE THE STATEMENT BELOW:

I/we _____ of _____ hereby make application for financial assistance under the terms and conditions of the CBFWCP in the amount of \$_____. I/we acknowledge that the Government of British Columbia and BC Hydro are not liable for any personal injury or destruction of property as a result of this project. All submissions received by the CBFWCP become the property of the CBFWCP.

Project sponsor: _____ Date _____

The completed Application Form must be received at any of the Program offices by **4:30 p.m., October 1**. Applications may be submitted by mail, hand delivery, courier, fax or e-mail.