Intake 6

FESIMS Guide to Submitting a Proposal

Carbon Emissions Reduction – Fibre Utilization

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Background

As part of its delivery agreement with the Forest Enhancement Society of BC (FESBC), PricewaterhouseCoopers (PwC) has developed an online Information Management System (FESIMS). This application allows proponents to create a user account and to complete and submit their proposals for FESBC funding. FESIMS also allows reviewers to evaluate proposals, provide review comments and scoring, and for FESBC staff to summarize and present project proposals to the FESBC board of directors. Approved proposals are then transferred from the proposal stage to project plan stage within FESIMS.

This guide is intended to act as a companion to the FESIMS application. **It also may be used as a tool for planning your application before the portal is available to proponents. The tables contained within this guide are designed to mirror the FESIMS application process.**

The FESIMS portal is located at the following URL: https://fesims.outcome-plus.com.

Quick Start Guide

1. Review the FESBC Application Guide
2. Register on FESIMS and create your Proposal
3. Complete and submit your Proposal
4. View your Proposal and Status

1 Review the FESBC Application Guide

1. Review the section on how to apply at www.fesbc.ca
2. Download and read the Application Guide.
3. Determine if your project is eligible.

2 Register on FESIMS and create your Proposal

1. Register on the FESIMS website and create a user account.
2. On the Home Page, click on 'Apply Now'.
3. Review the Terms and Conditions and select either 'Accept' or 'Decline'.

Apply now

3 Complete and submit your Proposal

1. Complete each section in the Proposal. Required fields are denoted with a star ("*").
2. Refer to the tip boxes for guidance on what information is required in each section.
3. Save you application often as you progress.
4. Once all sections are complete, the application can be submitted.

4 View your Proposal and Status

1. Navigate to the 'Full Proposal' menu at the top left of the Home Page.
2. Click on the Full Proposal Number given to your application to view your submitted application.

General notes on using FESIMS

FESIMS provides helpful navigational tools for completing your Proposal.

- The Proposal sections are listed on the left-hand side. You may click any section on the left to open it.
- Missing information is displayed as red text, such as "This field is required".
- You will not be able to submit until each section has a green checkmark displayed next to it. Not all fields are mandatory as some fields may not apply to your Proposal.
- Use the "Save as Draft" button to periodically save your work. After saving, you may logout and continue work on your Proposal later.
- When you hover your mouse over a field, instructions for completing the field are displayed in the black call out box. Follow these instructions.

SYMBOLS	
*	Mandatory field to be completed
✓	All mandatory fields in that section are complete
X	Mandatory information is missing in that section

Please ensure that all files that are uploaded to the Proposal are named using the following naming convention:

FPID - Sequential # - File Description.extension

e.g., FC0000456 – 2 – Project Site Location Map.pdf

The Full Proposal ID (FPID) is assigned to your application after you press 'save' for the first time. It can be found in the top left of your screen.

Important note: providing a response for all required fields does not necessarily mean that your Proposal is complete. If information is missing or unclear, FESBC staff may request clarification, or your Proposal may not be considered.

Additional Questions?

- For questions regarding eligibility, or questions specific to the FESBC application process, contact FESBC toll free at 1-877-225-2010 or by email at office@fesbc.ca.

- For technical difficulties with FESIMS, contact PricewaterhouseCoopers (PwC). Contact information is provided under the "Information" tab – select "Contact us".

Registering in FESIMS

Please follow these steps to register in FESIMS:

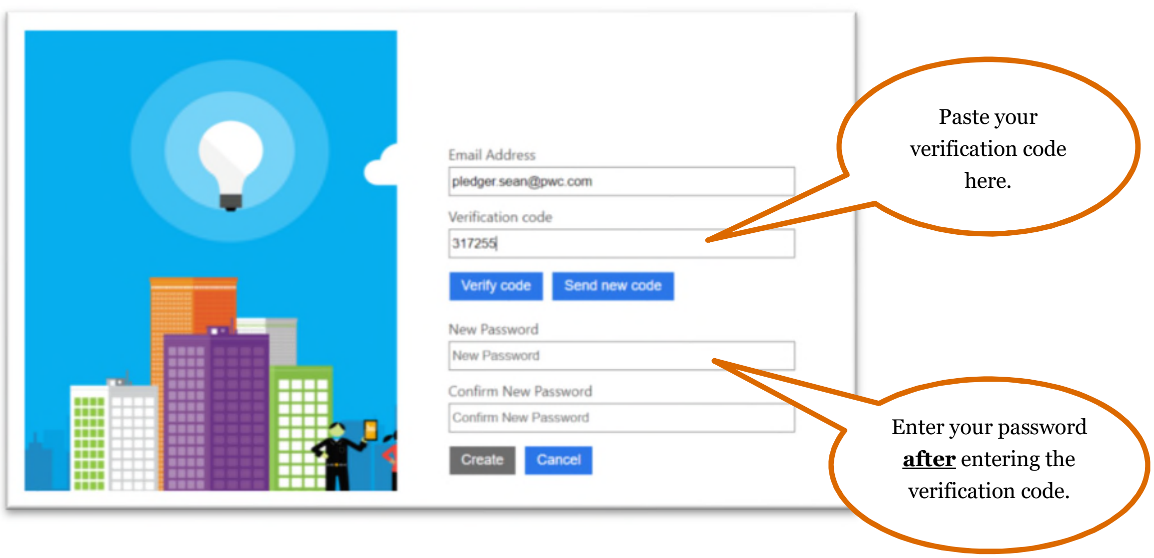
Step 1: Click "Register" in the top right hand corner.

Step 2: Enter your Email Address.

Step 3: Click "Send Verification Code" button. An email containing a verification code will be sent to the email address entered above.

Step 4: Go to your email inbox and copy the verification code. NOTE: if you do not see an email in your inbox, please check your 'junk' email folder.

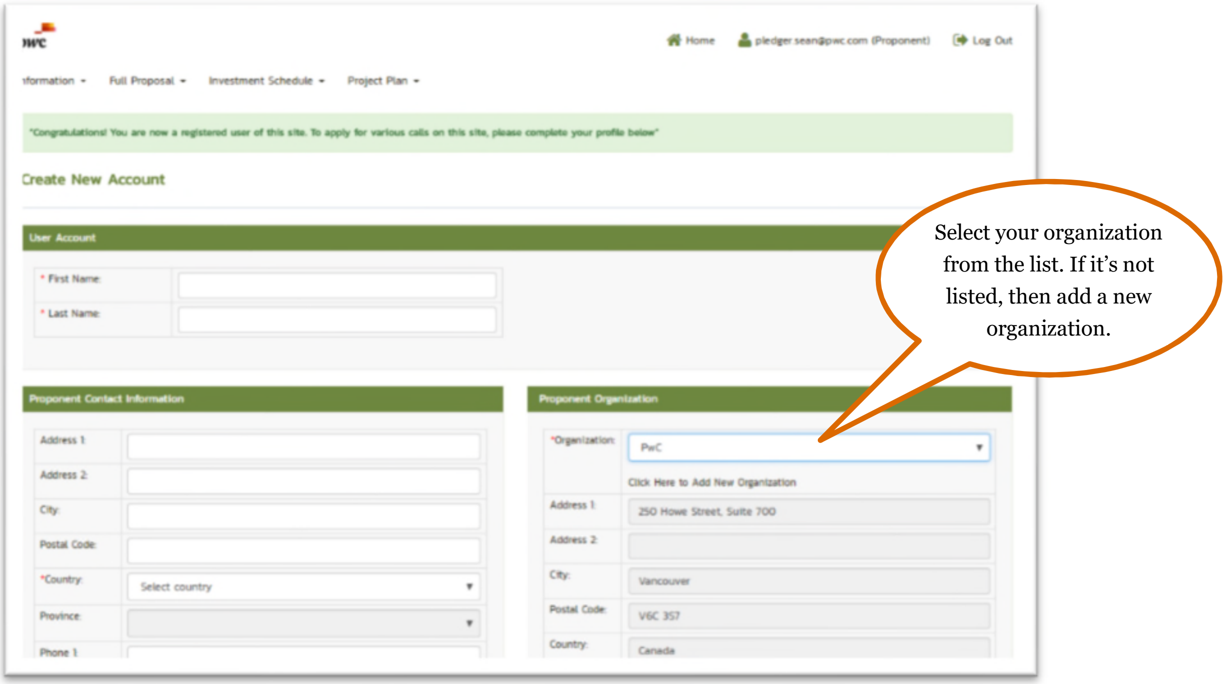
Step 5: Return to the Registration page. Enter or paste the code in the Verification Code box and click the "Verify code" button. The page will refresh. **Do not enter the verification code in the New Password box!**



Step 6: Enter a password in the "New Password" box and again in the "Confirm New Password" box.

Step 7: Click the "Create" button. A message will display indicating your information account has been created.

Step 8: Complete the new user information form. Select your organization from the list. If it is not listed, please set up a new organization.

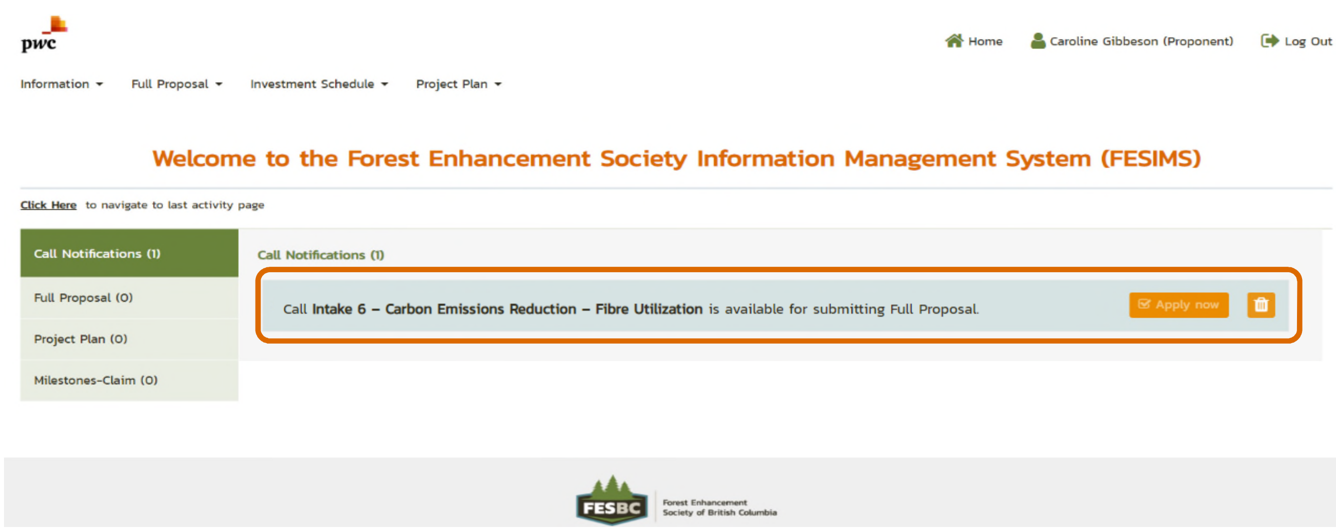


If you have difficulty registering, reload the home page URL (https://fesims.outcome-plus.com) and try selecting the "Log In" button in the top right. Then select "Can't access your account?" This will prompt you to reset your password and this should provide you with access.

FESIMS Home Page

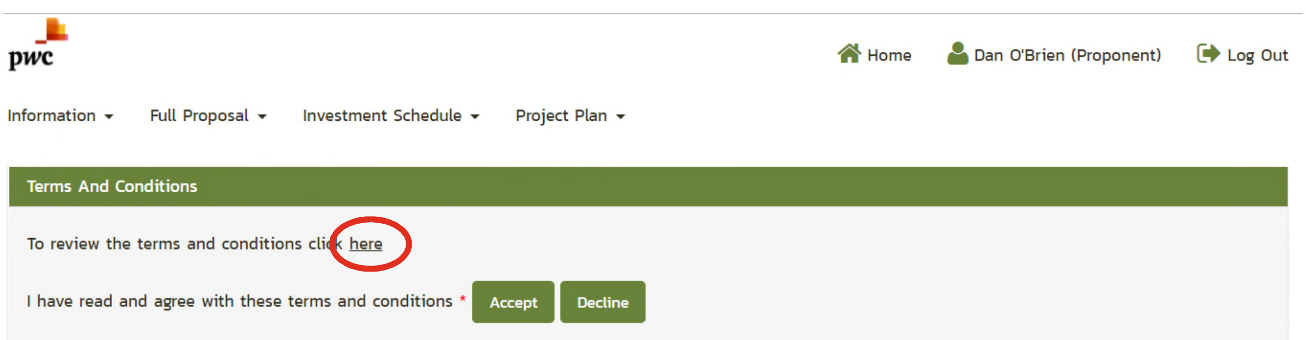
After registering and setting up your Organization details, you will land on the FESIMS home page.

To create a new Proposal select 'Apply Now' from the correct Call for Proposals.



Terms and Conditions

Submitting a Proposal to FESBC is subject to terms and conditions. To review the terms and conditions click on the link. Once you have read the T & Cs, then select either 'Accept' or 'Decline'.



Project Contact Information

The table below indicates what information is required in the Project Contact Information section of FESIMS. Applicants must fill out the required fields denoted with "*" below:

Project Title: *	Location and description of work being done. *E.g. West Arm Park Fuel Reduction*	**Contact Address: ***	
Primary Purpose: *	Select Forest Carbon. Additional objectives can be specified in the "Project Activities and Objectives" section of the Proposal.	**City: ***	
Project Location – Country: *		**Country: ***	
Project Location – State/Province: *		**Province: ***	
Description of Project Location: *	Provide a geographic location (e.g. Dog Creek Watershed)	**Postal Code:**	
Project Start Date: *		**Contact Phone: ***	
Project Completion Date: *		**Contact Email: ***	
Principle Contact Name: *	Provide a single contact for the project who communicate with FESBC regarding the proposal and project.	**Proponent's Organization: ***	

Important note:

Once you have accepted the T&Cs, specified your organization and selected the project purpose, you can save the proposal and your proposal will be assigned a unique proposal ID (e.g., WR0000071). You can then leave the site at any point and return to your proposal.

Financial Plan

Annual Budget

The Proposal Financial Plan provides detail on (a) funds to be contributed by your organization, (b) funds requested from FESBC, and (c) funds contributed by other organizations. The tables below indicate what information is required in the Financial Plan section of FESIMS. Additional instructions for completing these tables are provided in the following sections. **Important notes:**

- Commas and Dollar signs are not allowed in the tables.
- If your organization is unable to recover GST as an input tax credit, you must include GST in the proposed project financial plan.
- The financial plan must be consistent with **FESBC Contract Tendering and Cost Guidelines**. This includes requirements for tendering subcontracts and adherence to established rates for in-house labour and expenses. Please review the **FESBC Contract Tendering and Cost Guidelines** which are available to download from the FESIMS information section.

	2019/20 April 1, 2019 – March 31, 2020	**2020/21** April 1, 2020 – March 31, 2021	**2021/22** April 1, 2021 – March 31, 2022	**Total**
Start Date				
End Date				
Output Category	**2019/20**	**2020/21**	**2021/22**	**Total**
e.g. Treatment area(ha)				
Cost Category*	**2019/20**	**2020/21**	**2021/22**	**Total**
Material				
Recipient Labour				
Contracted Material/ Labour				
Equipment Charges				
Project Supervision/ QA				
Total Funds				

Project Outputs

In the financial plan Proponents are required to provide the planned outputs to be completed by the project. FESBC will use the planned outputs in determining value for money (e.g., dollars per m^3 of biomass utilized not burnt).

WHAT IS AN 'OUTPUT'?

Outputs are the quantifiable results of your proposed project. They are used to measure the impact of the project.

Example project outputs are:

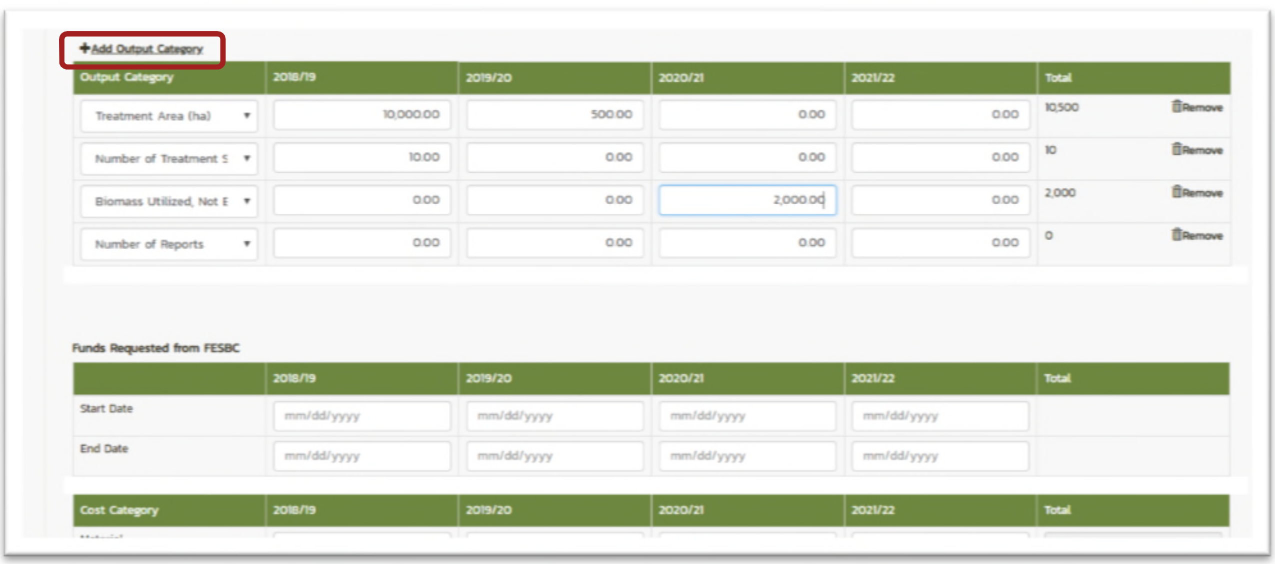
- Treatment area (ha);
- Number of treatment sites;
- Biomass utilized, not burnt (m^3);
- Number of interim reports;
- Number of reports.

For Intake 6 utilization projects the following outputs will be mandatory:

- Biomass Utilized (m^3) - Total volume harvested and Total Residual Volume are not required.
- Treatment Area (ha) must be the total area of the harvest unit.
- Number of treatment sites.

Important notes:

- Each financial year must have at least one associated output.
- Click on "Add Output Category" to add additional outputs to your financial plan.
- Guidance on what outputs to include with each project activity is available in the document "Mandatory Output Categories for Milestone Reporting". This document is available for download from the "Information" tab of FESIMS.
- Be sure to avoid double counting outputs by ensuring that the outputs are associated with the milestone in which they will be achieved. If you are unsure of what output to use, you can specify 'Number of Reports'.



Project Costs and Cost Categories

In the financial plan Proponents are required to provide a breakdown of their proposed expenditures for each fiscal year (April 1 to March 31). Proponents are required to provide project costs by cost category for each year of the project.

In the table enter funds requested from FESBC for each cost category.

Funds Requested from FESBC

	2018/19	2019/20	2020/21	2021/22	Total
Start Date	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	
End Date	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	

Cost Category	2018/19	2019/20	2020/21	2021/22	Total
Material	5,000	0	0	0	5,000
Recipient Labour	0	5,000	0	0	5,000
Contracted Material/ Labour	0	0	0	0	0
Equipment Charges	0	0	50,000	0	50,000
Project Supervision/ QA	0	0	0	0	0
Administration	0	0	0	0	0
Funds Requested from FESBC	5,000	5,000	50,000	0	60,000

Funding by Activity*

Provide an estimate of funding that will be expended for each activity of phase or work.

Financial Plan

Annual Budget +

Funding by Activity * −

Click "Add New Task" to add planned work activities. Indicate the start and end date for planned work activity.

Enter planned expenditures for each activity or phase of work, and ensure figures correspond with the Financial Plan in the above section. Note that commas and dollar symbols are not permitted.

Add New Task

Activity *	Start Date	End Date	Funds Requested from FESBC	Funds contributed by Applicant	Funds from Other Sources	Total	Action
Surveys	11/01/2018	11/28/2018	15,000.00	5,000.00	0.00	20,000.00	Remove
Prescriptions	12/03/2018	12/14/2018	6,000.00	0.00	0.00	6,000.00	Remove
Treatments	01/01/2019	02/28/2019	50,000.00	0.00	0.00	50,000.00	Remove
Total						$76,000	

Project Description

Applicants must complete all the required fields denoted with "*" below. Instructions for each field are provided.

Full Proposal Number	Please provide the proposal number indicated in the upper left corner of the form. The full proposal number will be assigned once you have saved the proposal.
Full Proposal Upload (PDF)	For administration only. Not required at proposal submission stage.
Region: *	Indicate which region the project will be located.
Resource District: *	Indicate the District in which the majority of the project will be located.
Management Unit: *	Select the management unit in which the majority of the project will be completed in.
Project Site Location: *	Provide the specific site location. Please list opening numbers or map sheets if known. This description should provide enough detail for navigation to the location by FESBC staff.
UTM Zone:	UTM ZONE is the Primary unique numeric identifier for a UTM (Universal Transverse Mercator) ZONE. It represents the number of the Universal Transverse Mercator Zone of this area. e.g., 9U
UTM Easting:	6 digit easting e.g., 589225
UTM Northing:	7 digit northing. e.g., 5953960
Location Map and Spatial Data File Attachment:	Provide a map showing your general interest areas that are beyond your current market economics. This map should clearly indicate your economic reach and where possible how it relates to other fibre users. Please upload this general interest area map in the following spatial file formats. Google Earth (.kmz), ArcGIS10.3 (.gdb)
BEC Variant(s):	Provide the BEC variant(s) your project will be located within
Project Description*	Please provide a detailed and concise description of your project, the activities or work phases involved, and the planned deliverables and outputs.
Project Keyword*	Provide a descriptive keyword to identify your project.
Attach Additional Information	Provide additional information to supplement the application (such as budget tables, photos)
Is an existing tenure already in place? *	Yes or No
If no, then please identify proposed tenures and/or authorities required to work. *	e.g. Special Use Permit, cutting authority, forest license (area based tenure, TFL)
Will your project create a silviculture obligation? *	Yes or No If unsure, you must clarify first with the District.
If yes, who will hold that obligation?	If uncertain of who will hold the silviculture obligation, please contact the District for clarification prior to submitting this Proposal.
Is this project located in the Wildland Urban Interface?	Yes or No Indicate if all or part of this project will be located in the Wildland Urban Interface (WUI).

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Incremental Cost Analysis

Applicants must complete all the required fields denoted with "*" below. Instructions for each field are provided.

Utilization - Cost Model Template*	Please update the completed cost template indicating the incremental cost of development.
Specific Block Maps*	Provide maps showing the locations of the specific blocks where your activities will take place. Illustrate why these block locations are beyond current economic reach.
Please indicate the status of proposed harvest units*	PwC will request approval for the variance on behalf of the Recipient.
Is your company SAFE certified?*	Select Yes or No

Project Activities and Objectives

Applicants must complete all the required fields denoted with "*" below. Instructions for each field are provided.

Project Activities*	Choose primary activities of your project. Hold "Ctrl" key to select multiple activities. **Note:** For approved Utilization Proposals submitted under Intake 6, the Project Plans will be established for each cutting permit (CP) and project milestones will represent each individual cut block.
FESBC Purposes*	Please identify all the program objectives that your project aligns with. Hold "ctrl" to select multiple options.
Describe how the project will achieve the specified purpose(s). *	Please clearly describe how the project will achieve FESBC purposes. In order to receive funding, your project must address at least one purpose, but preference may be given to projects that contribute to multiple purposes. Be certain to address all purposes identified above (e.g. carbon sequestration & GHG benefits, reduction in wildfire risk, habitat benefits, fibre utilization, improving stands etc)
Identify the repository for the final deliverables	e.g. RESULTS, Forest District, etc. Projects involving stand treatments on the THLB will be required to report in RESULTS. Please refer to the Results Information Submission Standards available on the MFLNRORD web site.
If applicable, indicate use of removed fibre or non-burning	

waste management practices	
Describe your plan for residual fibre treatment (e.g. burn, or bulldoze/chip/grind and leave to decay).	
Will the treatment involve broadcast burning to create plantable spots?	Select: Yes, No or N/A

External Partnerships

Proposals that are able to leverage other funding sources or that are contributing cash or in-kind contributions may receive preference over other Proposals. Please list other sources of funding, contributions, or partnerships.

Applicants must complete all the required fields denoted with "*" below. Instructions for each field are provided.

Will this project be receiving funds from another organization?*	Select Yes or No
If yes, summarize any contributions from other funding sources, including in-kind contributions.	Indicate the amounts and status of other funding sources (i.e., applied for, approved).
If applicable, describe how the project will coordinate with FFT or other initiatives within the Timber Supply Area.	
Describe any partnerships with another organization or agency?	e.g., First Nations, Communities, Other Government Agencies, Private Organizations, Universities
Please upload any correspondence or supporting documentation.	

Frequently Asked Questions

I'm having trouble registering on the FESIMS site!

Please follow these steps to register:

Step 1: Click "Register" in the top right hand corner.

Step 2: Enter your Email Address.

Step 3: Click "Send Verification Code" button. An email containing a verification code will be sent to the email address entered above.

Step 4: Go to your email inbox and copy the verification code. NOTE: if you do not receive an email – please check your 'junk' email folder!

Step 5: Return to the Registration page. Enter or paste the code in the Verification Code box. Then click the "Verify code" button. The page will refresh. **Do not enter a password until the verification code has been accepted!**

Step 6: Enter a password in the "New Password" box and again in the "Confirm New Password" box.

Step 7: Click the "Create" button. A message will display indicating your information account has been created.

If you have difficulty registering, try selecting Log In and then select "Can't access your account?". This will prompt you to reset your password and should provide access.

What outputs should I select for the milestones in my financial plan?

The project outputs are the quantitative results of your project. You will be required to report certain outputs for different activities – but also to include estimates of what you plan to achieve. These values will help guide reviewers assess the value for money of your project. Guidance on what outputs to include with each project activity is available in the document "Mandatory Output Categories for Milestone Reporting" available via the "Information" tab of the FESIMS.

Note that any project that involves cutting of wood will need to report three volume outputs:

1. *Total volume cut (m^3)*. This is the overall volume of fibre cut by the project (sawlog + utilized biomass + residuals).
2. *Total Residual Fibre Volume (m^3)*. This is the total volume cut minus the volume of any merchantable sawlog volume sold.
3. *Biomass Utilized, Not Burnt (m^3)*. This is the total residual fibre volume that is utilized or sold.

What is a 'milestone'?

A milestone is a distinct phase of work with defined start and end dates. If your proposal is approved, the milestones will transfer into your project plan. As you complete your project, you will be required to submit your milestones for completion along with invoices and proof of completion. Funds will then be paid out against these completed milestones. For example, a wildfire mitigation project might include the following milestones: Planning, Surveys, Prescriptions, Treatments, Reporting.

Should I include GST in my financial plan?

If your organization is unable to recover GST as an input tax credit, you must account for GST in your financial plan. The budget approved by FESBC will be inclusive of GST.

Is a delivery allowance available?

A delivery allowance is available for projects submitted through the FESBC intake process. Delivery allowance for Intake 6 will be calculated as 2% of the allocation amount. Please refer to the FESBC Contract Tendering and Cost Guidelines document in the Information tab for costs eligible for delivery allowance.

Work standards

Projects that require reporting in RESULTS will be required to follow the Results Information Submission Specifications - Government Funded Silviculture Activities.

How should I name the file attachments?

To name the file, use: Full Proposal ID – Sequential # - File description

I can't submit my Proposal. What do I need to do?

First check to make sure the submission deadline hasn't passed. You won't be able to submit your proposal once the intake period has closed.

Try clicking the 'Validate' button to ensure all of the mandatory information has been input into the proposal forms. You will not be able to submit until each section has a green checkmark displayed next to it. Click on the section in the menu bar on the left-hand which has a "x". This denotes the section is not complete. There will be red text next to the field that needs to be complete before you can submit.

You can also try saving the proposal, and then reloading the page by pressing F5. If you are still unable to submit your proposal, contact PwC for help.

I am having technical difficulties. Who can I contact?

For technical difficulties with the FESIMS, contact PricewaterhouseCoopers (PwC). Contact information is provided under the "Information". Select "Contact us".

I have additional questions. Who can I contact?

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