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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Proposal # **(Internal Use Only)** |  | | Project Title | As named by the Applicant | | Project Type | Education, Inter-agency, Cross-training, Legislation or Development |     **Forest Resource Improvement  Association of Alberta**  P.O. Box 11094, Main Post Office,  Edmonton, Alberta T5J 3K4 | | | | | | | | | | | | | |
| **FRIAA FIRESMART PROGRAM**  **Attn: FRIAA Administrator**  **Telephone: 780-429-5873**  **Submission Portal:** [**https://friaa.ab.ca/program-submissions/**](https://friaa.ab.ca/program-submissions/)  **Request for Proposal Summary - Application Form & Template**  **Submission Deadline****:** **February 24, 2025 4pm MST**  **FRIAA-FFP (NON-VEG) DECEMBER 2024** | | | | | | | | | | | | | |
| **Applicant Information** | | | | | | | | | | | | | |
| Applicant Organization (Legal name): | | | |  | | | | | | Phone: |  | | |
| Mailing Address: | | | |  | | | | | | Fax: |  | | |
| Authorized Representative (name and title of signing authority) | | | |  | | | | | | Email: |  | | |
| Project Manager (name and organization / company) | | | |  | | | | | | Phone: |  | | |
| Email: |  | | |
| **FireSmart Discipline** - **Project Information** | | | | | | | | | | | | | |
| **Primary Eligible Activity** (per Section 1. (k) FRIAA FireSmart Program Outline) | | | | | | | | | **Term of Project** | | **Amount of Funding Applied for** | | |
| Public education  Inter-agency cooperation  Cross-training | | | | | | Legislation  Development controls | | | (month/year to month/year) | | $ | | |
| If requesting additional funding support to for a **third party** to assist in the completion of a full proposal, indicate the amount: $\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |  |
| |  | | --- | | Applicant has been in contact with a FRIAA Field Liaison to discuss the specified application activity. (**REQUIRED**)  🞏 Applicant participated in an “Information Session” and was recorded as attending by FRIAA (highly encouraged)  Applicant has substantially completed all other FRIAA FireSmart projects, particularly in the application discipline. (**REQUIRED**) | | | | | | | | | | | | | |  |
| **Agency Support Attachments:** | |  |  | | Project Support Letter from Fire Department / Fire Emergency Service Provider, **OR** the Fire Department/Fire Emergency Service Provider is the applicant of this project – **REQUIRED.**  Project Support Letter from Wildfire Management Branch – Ministry of Forestry and Parks - strongly encouraged.  Project Support Letter from FireSmart Provincial Liaison for Alberta – **REQUIRED** for Public Education projects with Home Assessments and/or the use of FireSmart branded materials.  Cover Page of Current Approved Plan, if one exists. | | | | | | | |  |
| **Acknowledged by Applicant** | | | | | | | | | | | | | |
| |  | | --- | | Band Council Resolution (attached for applications from Alberta First Nations)   Settlement Council Resolution (attached for applications from Métis Settlements) or President of Métis Co-operative/Enterprise/Local  Municipality Council Resolution (for applications from Municipalities) | | | | | | | | | | | | | | |
| The Applicant acknowledges that it has read, understands and agrees with the requirements, terms and conditions of the FRIAA FireSmart Program (the “**Program**”), the Request for Proposal (the “**RFP**”) and Program Outline, and the FRIAA FireSmart Project Grant Agreement (the “**PGA**”) and by its submission of this Application and its Proposal acknowledges and agrees that the Applicant shall be bound by the requirements, terms and conditions of the Program, the RFP and Program Outline, the PGA and FRIAA’s policies, procedures protocols and guidelines as well as any and all requirements and directions as may be determined by FRIAA’s Board of Director at its sole discretion. The Applicant also acknowledges and agrees that this Application and Proposal may be accepted by FRIAA on further terms and conditions which shall be binding on the Applicant and that the acceptance of this Application and Proposal does not represent a commitment by FRIAA to fund all or any of the activities proposed therein. | | | | | | | | | | | | | |
|  | **Authorized Representative (as named above)** | | | | | |  | **Date** | | | |  | |

**Application Template**

**\*Please replace all red text with information relevant to your application\***

# Project Overview (Values-At-Risk)

* 1. **Description of Project type, Eligible Activities and Outcomes**

If this is an inter-agency or cross-training project, indicate what type of exercise will be

developed.

 Live Exercise   
  Tabletop Exercise  
  Other (Specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this is an education project, indicate what type of deliverables will be developed.

 Home Assessments (as per FireSmart Alberta) (how many)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  Public Education / Awareness Event(s) (how many events)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(how many attendees expected)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  Other (Specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this another project type, describe the eligible activity(ies) and outcomes being proposed.

* 1. **Description of values-at-risk[[1]](#footnote-1) in the Community / Project Location**

🞏 Critical Infrastructure: school, health center, water treatment plant, communication

tower, power generation (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Standard Values: residential homes, country subdivision, cabins

(specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Project Location (Access and Egress)

Describe the general project location and the community(ies) included in the proposed project. Optional to include a map if this helps describe your project location. Describe the non-fuel landscape features adjacent or near the community, and the remoteness / accessibility of the community.

Indicate the number of evacuation routes, the frequency of past community evacuations and if a Fire Emergency Services provider and/or Wildfire Operations Base are located in or near (provide distance) the community.

# Emergency Services Engagement

* 1. **Indication of engagement and support of Fire Emergency Services Provider(s)**

Briefly describe communications with Fire Emergency Service Providers with respect to the specific activities proposed for this project.

Who was contacted and what feedback did you receive regarding the project?

A project-specific letter of support is required with the Proposal. A letter is not required if the applicant is the provider of fire emergency services.

* 1. **Indication of review and support Wildfire Management Branch**

Briefly describe communications with your regional Wildfire Management Branch (WMB) with respect to the specific activities proposed for this project. Who was contacted and what feedback did you receive?

A completed copy of this completed proposal should be provided to the WMB prior to requesting a letter of support. A project-specific letter of support is strongly encouraged.

* 1. **Indication of review and support FireSmart Alberta**

For Public Education activities, describe communications with FireSmart Alberta with respect to print, digital or signage materials being proposed, and for Home Assessments under this project.

Contact: Laura Stewart, FireSmart Provincial Representative for Alberta, [laura.a.stewart@gov.ab.ca](mailto:laura.a.stewart@gov.ab.ca) 587-985-2095. Please share the feedback that you received regarding the proposed project.

A project-specific letter of support is required with the Proposal.

# Project Scope and Priority

* 1. **Describe The Project Scope**

Describe the scope, work plan approach and timing of the proposed activities that relate to the purpose of the FRIAA FireSmart Program.

* 1. **Describe in detail your approach and project plan**
     + - 1. Detailed work plan

Describe sub-tasks (e.g. tender process for sub-contractors if applicable, stakeholder meetings, establishment of FireSmart Committee, public events, report development, training exercises etc.)

* + - * 1. Work schedule / milestones

Include a work schedule of measurable milestones in table or list format with enough detail that the Review Committee can understand the proposed sequence, timing and duration of events. **Link progress to your deliverables.**

* + - * 1. Project management

Describe the project management processes in place to ensure timely completion of the project, including the measures in place for quality control, cost control and adequate reporting to FRIAA.

Identify who is responsible to oversee the daily work and provide a brief description of their qualifications and experience.

* 1. **describe anticipated project outcomes**

Describe how the anticipated outcomes and deliverables of the project are relevant to the FireSmart objectives of your community in terms of deliverables and measurable results.

* 1. **Demonstrate how the Proposed activities link to Current FireSmart plans or Hazard Assessments**

Attach the front page of the current FireSmart Plan, if one has been previously created.

* 1. **describe authorizations to conduct the proposed work**

Include or describe permits, licences or authorizations that are required to undertake the proposed work. If these are in-progress, describe the approval status of these documents or the process that the applicant will undertake to obtain approval prior to commencement of the project.

# Community Engagement

* 1. **describe The Applicant and Project Partners**

Describe the relevant background information about the applicant, and any Project Partners (including consultants) involved with the project (see 5.1 of RFP for description of “Project Partners”.)

* 1. **describe The Stakeholders**

Describe the community(ies) and stakeholders involved. Indicate how the community will be advised / engaged about the upcoming work and its importance to community resiliency.

* 1. **Project Support**

Provide additional documentation that demonstrates the governing persons of your community support the submission of this RFP and the benefits of the proposed project.

# Funding Requested (Budget), Reporting and Payment Schedules

* 1. **describe project budget and funding request**

Describe the detailed project budget and the funding requested from FRIAA. Proposed costs for activities must contain sufficient detail (e.g. unit costs and estimated number of units) to allow for assessment of transparency, competitiveness and consistency with fair-market value. Generalized administration fees, contingency fees and “percentage markup” will not be accepted (build this into your maximum price). Details to be provided in Section 6.3.

If budget detail depends on tender results to third party contractors, the results of which are unknown, describe estimated costs for those services and the tender process.

If budget detail depends on work completed by non-arm’s length parties (wage staff – “in-kind”, or direct award contractors) describe process to ensure that budget estimates are fair-market value and the cost controls that will prevent budget overruns.

* 1. **Describe other (non-friaa or in-kind) sources of funding**

Describe and estimate the value of any non-FRIAA funding or in-kind resources that apply directly to the proposed activities**.** Generalized administration fees, contingency fees and “percentage markup” will not be accepted (build this into your maximum price).

FRIAA funds cannot be used for existing staff or resources of the applicant. Quantify an estimate of in-kind services and resources that apply directly to the activities proposed.

“**In-kind**” can include admin, supervisory, project management and quality control time, equipment such as trucks, tools, fuel, uniforms, Personal Protective Equipment (PPE), training materials, resources and staff time, advertising costs and materials, financial contributions etc.

Details to be provided in Section 6.3.

Funds or resources for related projects or previous projects or plans do not qualify as other sources of funding for this project.

* 1. **Detailed project budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Type** | **Description** | **Unit Quantity** | **Unit Type** | **Unit Price** | **Total** |
| **Project Expenses** |  |  |  |  |  |
|  | FireSmart Materials (if developing custom), Standard documents are typically provided free by FireSmart Alberta | x.x | hour | $ x.x | $ x.x |
|  | FireSmart Consultant | x.x | hour | $ x.x | $ x.x |
|  | Quality Control | x.x | hour | $ x.x | $ x.x |
|  | Other | x.xm | hour | $ x.x | $ x.x |
| Sub-total |  |  |  |  | $ x.x |
|  |  |  |  |  |  |
| **In-kind Services** |  |  |  |  |  |
|  | Project Manager (Name) | x.x | hour | $ x.x | $ x.x |
|  | Project Personnel #1 (Name) | x.x | hour | $ x.x | $ x.x |
|  | Advertising and Media | x.x | each | $ x.x | $ x.x |
|  | Facility / Equipment Rental | x.x | hour or event | $ x.x | $ x.x |
|  | Project kick-off meeting / progress reporting etc. | x.x | hour | $ x.x | $ x.x |
|  | Vehicle | x.x | kms | $ x.x | $ x.x |
| Sub-total |  |  |  |  | $ x.x |
|  |  |  |  |  |  |
| **Non-FRIAA Funding** | Applicant contribution |  |  |  | $ x.x |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Project Budget** |  |  |  |  | **$ x.x** |

\*\*The above table must be completed using the information provided in Sections 6.1, and 6.2. Adjust Description of tasks to your specific project.\*\*

* 1. **Progress reporting schedule**

Link your proposed progress reporting schedule to the work schedule timing, as per Section 4.2 b), and completion of project milestones, as per Section 4.3.

At a minimum, Progress Report #1 should be produced shortly after the project initiation, Progress Report #2 at partial project completion (50% completion) and final reporting at the project completion (Final Outcomes Report).

* FireSmart branded material developed will require pre-approval by FireSmart Alberta and a copy of the final product (photos are fine) must be included with deliverables.
* Final deliverables will include a copy of any final documents or reports produced.

The maximum duration of the proposed work should not exceed two years (with one year

preferred, aligned to seasonal considerations).

* 1. **payment schedule**

Often financial reporting is timed in conjunction with the progress reporting schedule. The submission of a financial report and supporting documentation (such as subcontractor invoices, timecards, etc.) is required to receive a grant payment, (with the exception of the first payment that may be made as an advance). At the applicant’s preference and with FRIAA’s approval, one financial report can be submitted at project completion, although Progress Reports may be required at other project intervals.

A minimum of 20% of the approved funding shall be released upon the submission of a Final Outcomes Report.

# Additional Information

* 1. **Additional Information**

Provide additional information if applicable.

\*Note: Target length for a Proposal is up to 10 pages (maximum, excluding attachments).

1. Additional information on values-at-risk can be found in the “[Guidebook for Community Protection](https://open.alberta.ca/publications/9781460107805)”. [↑](#footnote-ref-1)